

LIBRARY RESOURCES AND TECHNICAL SERVICES

Vol. 2, No. 4

Fall, 1958

CONTENTS

	Page
Esther J. Piercy. <i>Edwin B. Colburn</i>	223
The National Union List of Serials: Weaknesses and a Proposal. <i>Harry Dewey</i>	225
The Divided Catalog: A Summary of the Literature. <i>Dorothy Grosser</i>	238
Maud Louise Moseley. <i>Audrey Smith</i>	253
The Russian Exchange Program at Columbia University. <i>Karol Maichel</i>	254
Relations of the American Standards Association with the American Library Association. <i>Donald C. Holmes</i>	258
The Continuing Program of Book Selection and Acquisition. <i>James E. Skipper</i>	265
The Selection and Acquisition of Rare Books and Related Materials at Columbia University. <i>Roland Baughman</i>	271
FLIP: Film Library Instantaneous Presentation. <i>Gordon Williams</i>	278
The Red and the Green. <i>Samuel T. Waters</i>	281
Who's Who? <i>Lawrence B. Romaine</i>	285
A Sample Audit of Cards in a Branch Public Library Catalog. <i>Herbert Goldhor and Mildred Rettig</i>	287
Report of the RTSD President—1957-58	291
Regional Groups	295
Index, Volume 2, 1958	296

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Library Resources and Technical Services, the quarterly official publication of the Resources and Technical Services Division of the American Library Association is published at 1407 Sherwood Ave., Richmond 5, Va. Undeliverable copies and changes of address should be sent to American Library Association, 50 East Huron St., Chicago 11, Illinois. *Editorial Office:* Processing Division, Enoch Pratt Free Library, 400 Cathedral St., Baltimore 1, Md. *Circulation and Business Office:* 50 East Huron St., Chicago 11, Ill. *Subscription Price:* to members of the ALA Resources and Technical Services Division paying ALA dues of \$6.00 or more, \$2.00 per year, included in the membership dues; to members paying less than \$6.00, and to non-members, \$5.00 per year. Single copies, \$1.25; orders of five or more copies (same issue or assorted), \$1.00 each.

Second-class mailing privileges authorized at Richmond, Virginia. Additional entry at Chicago, Illinois.

LRTS is indexed in *Library Literature*, *Library Science Abstracts*, and *Contents in Advance*.

Editors: Material published in *LRTS* is not copyrighted. When reprinting, the courtesy of citation to the original publication is requested. Publication in *LRTS* does not imply official endorsement by the Resources and Technical Services Division nor by ALA, and the assumption of editorial responsibility is not to be construed necessarily as endorsement of the opinions expressed by individual contributors.

Esther J. Piercy

EDWIN B. COLBURN

Chief of Indexing Services

The H. W. Wilson Co., New York City

"The Margaret Mann Citation in Cataloging and Classification is awarded in 1958 to Esther J. Piercy. As Editor of the Journal of Cataloging and Classification and its successor, Library Resources and Technical Services, she developed a significant professional publication which has furthered the understanding of and brought prestige to the field of cataloging and classification."

THE AWARD of the Margaret Mann Citation for 1958 to Esther J. Piercy has met with satisfaction everywhere. Not only is the recipient exceedingly popular among her colleagues, but more important, the Award is accepted as being a well deserved recognition of Miss Piercy's distinguished contribution as Editor of the *Journal of Cataloging and Classification* and its successor *Library Resources and Technical Services*.

Although Miss Piercy was born in California her professional career has been concentrated for the most part in the East. After graduating from the University of Idaho she obtained her Bachelor of Science in Library Science degree at the University of Illinois and later continued her professional study at the Graduate Library School of the University of Chicago in various Summer sessions. After ten years as Cataloger and Head of the Cataloging Department at the University of New Mexico and a Summer as a Cataloger at the University of Chicago she became Head of the Processing Department of the Worcester, Massachusetts, Free Public Library and, later, also Assistant Librarian. In this position she worked under the present President of ALA, Emerson Greenaway. When he left Worcester to become Director of the Enoch Pratt Free Library in Baltimore it was only a short time before he brought his former assistant to Baltimore to direct the Pratt Processing Department. As a result in 1948 Miss Piercy became Chief of Processing at the Enoch Pratt Library.

In 1950 the Executive Board of the Division of Cataloging and Classification was faced with the necessity of obtaining a new Editor for the *Journal of Cataloging and Classification*. The publication was two years old and was just beginning to take its place as a contribution to the litera-



ture of the profession. That the Board chose wisely in selecting Miss Piercy as the Editor has been demonstrated again and again in the eight years that have elapsed. Under her editorial guidance the *Journal* has increased in size and quality until it has become known throughout the world as one of the best periodicals in the field. With the organization of the Resources & Technical Services Division the *Journal* became the official publication of the enlarged Division and expanded its scope to cover the entire field of the Division's interests. This change in coverage brought with it many problems including the major one of allowing sufficient space for the numerous articles on cataloging and classification which have already filled the pages of *JCC* and at the same time accommodating the literature on the new fields of interest which were added to the Division. Here again Miss Piercy displayed her usual skill in managing the transition and in enlisting a new Board of Editors to advise and assist her in selection of materials. One has only to examine recent issues of this publication to see with what care and good judgment the editorial work has been performed. Despite the burden of editorial work in addition to her regular position, Miss Piercy has still found time to write for various professional journals including her own, to write book reviews for the *Baltimore Sun* and other publications, and to engage in other professional activities. She has served as a member of the ALA Council, as Secretary of the Library Periodicals Round Table, and in various other professional capacities. When the new *Public Library Standards* were being prepared the task of drafting those dealing with the organization and control of materials was assigned to Miss Piercy and here again her clarity of thinking and of expression served to produce a statement which was largely accepted by the Coordinating Committee as a part of the revised Standards.

As a person Miss Piercy is friendly and cordial. Her charm has won for her a host of friends throughout the profession. At the same time she is widely respected for her knowledge and ability. She has the faculty of thinking through problems and going straight to the heart of the matter and then expressing her thoughts with clear and forceful logic. Accompanying this is a sincere modesty which manifested itself in the belief that the Award of the Mann Citation to her should be treated in these pages as an Award to the publication rather than a personal one. In her moments of relaxation she roots avidly for the Baltimore Orioles and derives special pleasure from their victories over the New York Yankees.

In the eight years since its establishment the Margaret Mann Citation has been awarded to a distinguished list of catalogers and catalog administrators. Again this year the Cataloging and Classification Section has brought honor to itself in its choice of Esther Piercy as the recipient of this well deserved recognition.

The National Union List of Serials: Weaknesses and a Proposal*

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The Dual Nature of Union Lists

TWO BASICALLY different problems face the compilers of any union list of serials: (1) bibliographical listing and (2) location. These problems stem from the dual character of all existing union lists and catalogs, for it is true that all existing lists possess these two characteristics: (1) bibliographical character (i.e. an alphabetical listing) and (2) locational character. To put it another way, a conventional union list performs two functions: (1) a bibliographic one, in that it provides a bibliographic description and even a history of each periodical, and (2) a locational one, in that it tells its users where they may find copies of any particular issue or volume of a given periodical.

History

An examination of the current issues of *New Serial Titles* will indicate to its users that the problem of finding a practical way of continuing the old *Union List of Serials* has been solved. In *NST* we are now securing listings of nearly all the serials that have begun publication since the *ULS* was discontinued. *NST* includes many types of serials that were excluded from the scope of the *ULS*. These include annual reports, house organs, and similar types of continuations and periodicals. In addition to the bibliographic listings, we have the name of at least one library in North America that owns at least part of the file of each title. Thus *NST* performs the dual function of conventional union lists. It contains the two essentials that permit the location of any periodical for any reader. Improvement in the system is possible, and desirable, but the basic ingredients of a successful search are present already.

The responsibility for this relatively happy state of affairs belongs almost entirely to four groups of individuals. The first of these groups includes the large number of persons who pioneered the publication of the first *ULS*. As its editor, the late Winifred Gregory is perhaps the most widely remembered of the many persons who played a part in the initial venture. But the list is long, ranging from Halsey W. Wilson himself

* This paper formed the basis of a paper read before the Serials Section of the American Library Association, Kansas City, June, 1957.

through the later editors, Mrs. Gabrielle E. Malikoff and Mrs. Marga Franck. It includes, particularly, the librarians who had the foresight to perceive the value and necessity of a national list. Notable among these were Ernest C. Richardson (Princeton), Malcolm G. Wyer (Nebraska), Clement Andrews (John Crerar), and Arthur E. Bostwick (St. Louis Public). The first advisory committee included Andrews, Bostwick, Harry M. Lydenberg, Willard Austen, James T. Gerould, and Nathan Van Patten.

The second group includes the officials of the Library of Congress who did the experimenting with the use of punched card equipment for a union list, and who paved the way for publication of *NST*.

The third group includes the members, present and past, of the Joint Committee on the Union List of Serials. This committee was first organized in April, 1937, as an advisory committee of ALA. Its original membership consisted of Robert B. Downs, Helmer L. Webb, Wyllis E. Wright, Gerould and Van Patten. Donald B. Gilchrist and Lydenberg served later on this committee. The advisory committees for the supplements included Florence Bradley, Margaret Hutchins, Webb and Wright. In 1948, the committee was expanded to include the representatives of six library associations. It has since been known as the Joint Committee on the Union List of Serials. Wyllis Wright was the chairman of this committee and of the old advisory committee from 1939 to 1954, when Andrew Osborn was appointed chairman. Other organizations have been granted representation, so that the committee now represents ALA, the American Association of Law Libraries, the Association of Research Libraries, the Bibliographical Society of America, the Canadian Library Association, LC, the Medical Library Association, the National Research Council, the Special Libraries Association, the Theatre Library Association, and the H. W. Wilson Company.

The fourth, and most important, group of persons responsible for the *ULS* and *NST* consists of the librarians who have bought them, and used them, and by and for whom, of course, these union lists were made. This group includes the thousands of librarians who have put in their time and energy in reporting the holdings of their libraries.

The Future

The opportunities still facing those now connected with the future of a national union list of serials are many. The purpose of this paper is to point out some of these opportunities. This will be done by analyzing the present strengths and weaknesses of the union list, and by recommending action for a better union list.

Strengths

The greatest strength of the union list situation has already been pointed out, i.e., that a copy of nearly any periodical can be located and borrowed or copied for any reader.

Another important fact is that the machinery for current reporting of library holdings is established and in operation. Two hundred and

eighty-six libraries were contributing copy to *NST* in December, 1957, compared with 600 represented in the second edition of the *ULS*, and 225 represented in the first edition.

Another great strength is that the machinery for current publication is already established and in operation. *NST* is issued monthly, with an annual cumulation. Ten-year cumulations are planned. This is largely the result of the change in the method of compilation from letterpress to offset reproduction of copy prepared from punched cards. The new method was pioneered by leaders at the Library of Congress who saw this as the only way of insuring current publication. It is also the only way of overcoming the task of complete rechecking of holdings, a task demanded by the publication method used for the first two editions of the *ULS*.

Another area of strength is indicated by the existence of local and regional union lists of serials. Many of these (Chicago, Minnesota, Philip-pines, Great Britain, etc.) have been published, and others (e.g., Wisconsin, Philadelphia) are unpublished but kept on cards at a central location and consulted by telephone. The great value of local and regional lists is that they frequently provide nearby locations of periodicals for which the national lists may show only extremely distant locations. This is particularly true of the local union lists that include the holdings of small but highly specialized libraries that do not contribute copy to the national list, but which are willing to lend at the local level. Local and state chapters of the Special Libraries Association have been particularly active in the compilation and maintenance of local and regional lists.

In spite of these tremendous strengths, however, there are large areas in which improved service might be given in a national program. These areas fall roughly into three groups: (1) pre-1950 titles (listed in the old *ULS*), (2) post-1949 titles (listed in *NST*), and (3) local and regional union lists.

Areas for Improved Service: Pre-1950 Titles

The term "pre-1950 titles" refers to serials that began publication before 1950. These are, by definition, excluded from *NST*, as the term "new" in that title literally means that it includes no titles that began publication before January 1, 1950. Consequently, all pre-1950 titles are listed in the old *ULS* (second edition) and its two supplements. The original purpose of the two supplements was dual: (1) to list serials that had begun publication after issuance of the second edition, or that did not get into the second edition, and (2) to supply additional locations for titles that had been listed in the second edition. However, the second supplement to the second edition did not list additional locations. It does include locations for new and previously unlisted pre-1950 titles up through 1949, but our record of additional locations of previously listed titles stops at 1943. Another supplement is now needed to show the many

additional acquisitions by libraries of back files of all pre-1950 serials. There have been thousands of these acquisitions since 1943. In addition, some method of making corrections for discarded titles is highly desirable. The John Crerar Library has, for example, transferred thousands of serial files to other libraries; the *ULS* still records these as being owned by Crerar. While this particular case has been fairly well publicized, others have not. It should not be necessary for any reader to have to write to a library that no longer holds the desired material.

Another major weakness in the case of pre-1950 titles is the fact that certain categories of publications were deliberately excluded from the *ULS*. The most notable instance is that of government publications. This exclusion applies to the publications of nearly all executive, judicial, and legislative agencies. It also applies to the publications of certain governmental institutions, such as state libraries, though not to those of certain other governmental institutions, such as state universities. A comprehensive list of these exclusions appears in the preface to the second edition. The theory behind the exclusion of federal government publications was that they could be found in the so-called "full depository" libraries, of which a list was available (although it could not be expected that these libraries would own complete sets of "processed," or non-depository documents). The theory underlying the exclusion of state publications was that they would undoubtedly be available from the state library of the issuing state, or in certain libraries known to have comprehensive collections (e.g. LC, and, today, the Midwest Interlibrary Center). In the case of foreign government publications, Miss Gregory attempted to fill the gap by publishing her now out-dated *Union List of the Serial Publications of Foreign Governments*. In any event, it was believed that the demand for government publications did not justify the vast expense of their listing. This was thought true of the other excluded categories, particularly in view of the fact that many of the excluded publications could be located in the libraries of the institutions that issued them.

This reasoning has not been deemed sufficiently valid to justify exclusion of all these categories from *NST*, even though the latter does not list locations for United Nations, Federal, or state documents. There is no question but that locations for the still-excluded titles would be a great convenience.

Thus we see that the two great weaknesses of the pre-1950 *ULS* are (1) its failure to show new locations and relocations of listed titles, and (2) its deliberate exclusion of certain classes of titles. To remedy this situation the Joint Committee on the Union List of Serials is now planning a new and definitive edition. It would include those serials excluded from previous editions. This would be a comprehensive listing, in one alphabet, of all pre-1950 serials and would take its place as the third edition of the *ULS*. Members of the committee once stated that efforts would be made to make it so complete that supplements would never be needed. However, more recent statements reflect their realization that a new edition would be required about every twenty-five years.

Areas for Improved Service: Post-1949 Titles

In this area, conditions are more satisfactory. The efficient punched-card operations for listing and printing titles and locations are centralized at LC. The chief problems here again are concerned with the dual nature of union lists: (1) the need for securing basic bibliographical information (listings), and (2) the need for securing additional locations. LC has had much success in meeting both these problems. *NST* receives at present a reasonably large number of listings. These are automatically accompanied by a location. In addition, the program for securing additional locations from cooperating libraries has been very successful. As mentioned above, almost three hundred libraries are now contributing, and LC has been making vigorous efforts to persuade additional libraries to cooperate.

However, the situation today presents a dilemma. A problem that will have to be faced sooner or later is that of the cost of including multiple locations in *NST*. The program of securing additional locations for out-of-the-way titles automatically brings in additional locations for the more common titles. Inevitably, this will create a space problem. LC cannot go on forever listing all the locations of *Fortune*, or *Christian Century*, without vastly increasing the number of pages in *NST*. In January, 1958, it was still printing all locations submitted, but officials were unwilling to promise that this would go on indefinitely.

The big question is: How many locations are enough? The answer must be given by the users of *NST*, and here is the crux of the problem. Every user is a human being, not just a "library." We must always bear in mind that the ultimate consumer is a real person who wants a periodical that presumably is not available in the library in which he is actually standing, or sitting. Naturally, he wants to know the name of the nearest library that has it. For *NST* to show one location in each state is not enough. The reader in the Louisville Public Library will want to know if there is another copy in Louisville. If *NST* is content to show as its only location for Kentucky a copy in the University of Kentucky Library in Lexington, the reader will have to wait longer than if it had told him that the University of Louisville also has a copy. In addition, the Louisville Public Library will have wasted money by borrowing the periodical on interlibrary loan from Lexington when, instead, the reader might have been sent directly to the University of Louisville Library.

To show only one location in each city is not enough, either. The reader in the Chicago Public Library would much rather use the copy across the street in the John Crerar Library than to entrain for the University of Chicago Library. On the other hand, the researcher at the Joint Reference Library would much rather use the copy at the University of Chicago Library than go downtown to the John Crerar Library.

Thus, if we are to receive maximum service at the local level, *NST* must list *every* location it can obtain. Yet, if this results in increasing the cost of *NST*, it is plainly unfair to the subscribers in any one locality to make them pay for the cost of listing all the locations everywhere in the entire United States and Canada.

Sooner or later, the makers of *NST* will have to decide whether it will (1) continue to list all locations, (2) list selectively, or (3) publish regional editions.

In addition, there is a further stumbling-block. Certain problems of author and title entry increase the cost of cooperation. There are variations between the forms of entry used by LC and the forms of entry used by many of the contributing libraries. This is especially true of serials entered under the names of corporate bodies. This situation will become more aggravated if the third edition of the ALA cataloging rules for author and title entries provides for significant changes. When differences occur, the contributing library must either submit its bibliographic description in terms of the LC entry, or else LC must translate the local contributions into its own form of entry.

It is easy enough to say that the local libraries should all use the form of entry chosen by LC, but experienced catalogers will know of the heavy recataloging costs such a policy would incur. These costs would normally be tremendous. At a time of extensive rule-changing (apparently approaching), they would become stupendous and, for many libraries, prohibitive.

The cost of comparing locally-prepared entries with *NST* entries is expensive for LC. To require the cooperating libraries to submit their entries in *NST* style is expensive and may inhibit cooperation. If this step is unnecessary, i.e. if it can be avoided, it should be eliminated.

Areas for Improved Service: Local and Regional Union Lists

The present state of affairs in this field can only be described as deplorable. In only one group of cities can it be considered even relatively satisfactory—the small university and college towns such as Iowa City, Chapel Hill, Blacksburg, Ann Arbor, etc. In localities like these—cities where there is only one library—the *ULS* will serve (within the framework of its previously described limitations) satisfactorily for out-of-town borrowing. But in cities containing several research libraries, all of which did not contribute to the national *ULS*, it is, unfortunately, commonplace to borrow from a distant city a periodical actually available in the home city. This is the result of the lack of a local union list of serials.

In a few cities and regions, local union lists have been compiled. These are rarely, if ever, kept up to date. The expense of compiling them and keeping them complete puts them out of the reach of most cities and regions. And so it is that libraries in Milwaukee continue to borrow from Chicago, Baltimore, and Los Angeles periodical volumes that are available in Milwaukee.

It is the purpose of this paper to show one way by which complete locations could be provided for all cities at reasonable cost, the cost to be paid only by the regions benefiting. The proposal would not force all the regions to pay for the cost of all the listings of the entire country. More important, it would reduce both the initial editorial costs and the costs of adding new locations.

The Inherent Weakness of the Present System

An analysis of the costs of compiling union lists will show up the basic weakness inherent in the system. These costs are enormous. They may be broken down into several factors: (1) the cost to each library of copying the statement of its holdings, (2) the cost to the central agency of merging and editing the contributions from the different libraries, and (3) the cost of printing and disseminating the results, i.e. the union list itself. These factors hold for all types of union lists—local, regional, and national. To get a true picture of costs and to provide insight into the problem, let us break down each of these cost factors into its components.

First, there is the cost to each library of copying the statement of its holdings. This operation consists of two steps: (1) copying the bibliographic listing, i.e. the title, from the library's serial records, and (2) recording the statement of holdings. The first step, copying the title, can be eliminated only by using the previously-used, now abandoned, "checking edition" method. This involves the tremendous expense of (1) producing a non-final edition of the union list, (2) comparing the library's entries with it, (3) recording the library's holdings in it, and, later, (4) transferring these holdings to a master list in the central agency. In the case of *NST*, an equivalent of the "checking edition" method would be to send to every library an IBM card for every new serial title. The library would record its holdings on the appropriate IBM cards, returning them to the Library of Congress. Each library would have to keep all the IBM cards for periodicals it did not have, reporting acquisitions on these from time to time. Such procedures might be practical for the largest libraries, but are impractical for the small libraries whose cooperation is nevertheless needed.

Second, there is the cost to the central agency of merging and editing the contributions from the different libraries. This operation also consists of two steps: (1) matching the local bibliographical listing with the one already established by the central agency, and (2) incorporating the statement of holdings into the central records. Both steps are essentially clerical. However, the use of judgment is called for in the first step whenever a different form of entry was used by the contributing library. If the entry represents a complex cataloging problem, the attention of a professional librarian will likely be required.

Third, the cost of printing and disseminating the results. For convenience, this operation may also be divided into two steps: (1) printing the bibliographic listing, and (2) printing the statement of holdings and the name of the contributing library. It is important to realize that only the second step is a new one (except in the case of a completely new listing), for the title may already have been printed in previous issues of the union list. In other words, most of the listings in any one issue of a union list are not new bibliographic listings. Rather they are new locations.

Thus we have seen that the cost of any union list of serials can be fairly clearly divided into two factors: (1) the cost of copying, matching,

and printing the bibliographic listing and (2) the cost of copying, merging, and printing the location and statement of holdings. This is the result of the dual nature of union lists as described in the opening paragraph of this paper. Of the two factors, the cost of copying, matching, and printing the bibliographic listing is far greater than that of copying, merging, and printing the location and statement of holdings. The former requires an incredible amount of professional attention.

A Proposal

My proposal is that every periodical be assigned a unique number and that all future union lists of serials be arranged by this number. It would, of course, be necessary to publish an index to the numbers. This index would constitute the bibliographic listing that now is essential to every union list. But the new index would be published only once. It would be a world list of serials and would serve as an index to all union lists—national, regional, and local. This world list of serials would contain all bibliographic information. It would be supplemented frequently and cumulated at intervals. It would not (and should not) show any locations. Consequently it could never get out of date or contain errors resulting from the transfer of holdings from one library to another or from incorrect reporting. Its final cumulations would be really final. It would not have to be called an index, of course. It could be called simply *The World List of Serials*, or whatever title was deemed suitable. The important thing about the world list would be that every serial would have a number of its own.

Sample Portion of a Page from the Proposed *World List of Serials*

The *World List* serves as an index to any national, regional or local numerical union list. (see sample portion of *Regional Numerical Union List of Serials*).

Fortnightly Summary of International Events. New York, Carnegie Endowment for International Peace, Division of Interchange and Education. 1924-	42-5573	Fraser's Magazine. London, 1830-1882. Superseded by Longman's Magazine. 5-14347
Fortune. New York, 1930-	31-7716	Free America. New York, 1937- 42-4271
Forum. See Forum and Century		French Quarterly. London, 1919-1932. 20-19646
Forum and Century. New York, 1886- 6-42930		Frontiers of Democracy. New York, Progressive Education Association, 1934-1943 36-15734
Frank Leslie's Sunday Magazine. New York, 1877-1889. 26-19401		

Consequently, no union list of serials (as opposed to the world list) of the future would have to contain any bibliographic information. That would all be in the world list. Each union list of serials would be arranged numerically by world list numbers. Opposite or below each world list number would be shown the symbol for each owning library, followed by a statement of its holdings.

Sample Portion of a Page from One of the *Regional Numerical Union Lists of Serials*.

The *World List* serves as an index to this list. In an actual numerical list, the number prefix (and any letter prefixes) to each LC card number would probably appear only at the head of the page. In a list confined to one state, the abbreviation standing for the state might be omitted from the location symbol, as done in this list (taken from the unpublished Milwaukee union list, which covers cities outside Milwaukee). Thus, the symbol U, instead of WU, stands for the University Library at Madison. Asterisks, more commonly found on IBM equipment, are used here instead of brackets to denote incomplete volumes, also saving a little space. One asterisk indicates the preceding volume is incomplete. Two successive asterisks indicate incompleteness of the preceding and following volumes as well as the inclusive volumes.

5-14347	31-7716
Hi	AI 3-
M	BB 11-
MD 35-46 48 50-	M 1-
	MAB 5-
6-42930	MD 3-
AL	MM 8**13
BB	MS 1-
Hi	U 1-
M	WC 1-
MD 1-60 80-81 83-103	
MM 79*80 81**84-91**97	36-15734
MS 1-56 75-103 109-113	M 2**6-10
WC 1**103	U
20-19646	42-4271
MM 8**13	M 4-
U	
26-19401	42-5573
Hi 1-3 18-20	AL 3**6-15*
MD 3-4	M 15**19
	MM 1-

Such lists would be known as "numerical union lists of serials." There would be a numerical union list of serials for each nation, region, state, or city that wanted to have one. But there would be only one world list of serials. Each locality would use that alphabetical list as an index to its own numerical union list of serials.

This proposal could have great significance for the forthcoming third edition of the *ULS*. If adopted, it would mean that the funds and efforts to be spent on that project could be devoted initially to preparation of the bibliographical part—the so-called world list. The project would not be delayed by the necessity for securing as complete a group of locations as possible. Publication could begin as soon as the list of serials to be included had been compiled. National and local numerical union lists could be compiled later as needed.

Let us examine the method of operation of such a system, with a view to comparing its costs with that of conventional union lists.

First, let us examine the cost to each library of copying the statement of its holdings. The library would write the world list number onto each card in its serial record. For this purpose, it would purchase, or borrow, a copy of the world list. The world list number and the statement of holdings would be all that would be submitted to the central agency. The copying of the title would be eliminated. If desired, all the information could be written onto an IBM card pre-punched with the code name of the library and sent to the central agency.

Second, let us look at the cost to the central agency of matching and merging the contributions from the different libraries. The world list number and statement of holdings would be punched into an IBM card. Merging of the IBM cards from each library with those from other libraries would be done by machine. The problem of alphabetical comparison and identification would be eliminated, and the problem of merging would be mechanized.

Third, the cost of printing and disseminating the results. Each central agency (national, regional, or local) would produce numerical union lists periodically. Typing or typesetting of titles would be eliminated since the world list would be the index for every one of the national, regional, and local lists of locations. IBM equipment of the kind found in every city could be used for preparing the numerical union lists. Many institutions and business firms would be glad to lend their tabulating machines for the brief periods required for preparing numerical union lists. Probably not more than a few hours per year of machine time would be needed in some localities. It would not be necessary to use the expensive tabulators that carry alphabetical characters on all type wheels. It might be desirable to produce the regional lists from a central agency in each country.

In the case of countries that compiled regional lists, it would be expected that the national list, if any, would be selective. However, even in the case of a complete national numerical union list, there would be savings in printing costs. The *ULS* had an average of 3.9 lines of printing

(including all historical information and references) for every entry. *NST*, with briefer entries but an extra line in each case for its subject code, shows 3.7 lines per entry. In a numerical union list, this would be reduced to one line.* However, the *ULS* has an average of 15 holdings (8 lines) per entry. The saving in printing space thus becomes 3 lines out of 12, or 25 per cent. Regional lists would omit non-regional locations, resulting in sharply increased savings in printing space.

In short, it would become possible to issue local or regional union lists inexpensively, showing all locations in the region. The central regional agencies would not have to keep alphabetical files or records (except to subscribe to the world list). LC would be freed of the task of showing locations, or, if it wished, could confine its activities in that area to publishing a selective list.

The proposal would make possible the inexpensive publication of numerical union lists in all the countries of the world, using the world list as an index.

It would not be necessary for every contributing library to subscribe to the world list, or even to the numerical union list of serials, although support for the latter would certainly require a reasonable number of subscriptions or subsidy. It would, of course, be essential to have at least one copy of the numerical union list of serials in every city if the residents of that city were to benefit fully.

Action Required

If the proposal should be taken seriously, two categories of action are required: (1) with respect to pre-1950 titles, and (2) with respect to post-1949 titles. Action may be taken on either group, or on both.

Action Required: Pre-1950 Titles

It is recommended that the world list numbers used be those already assigned as LC card numbers. This would make it possible to confine the so-called world list to post-1949 titles, and to avoid issuing, for the present at least, a third edition of the *ULS*. Issuance of an alphabetical third edition has recently been proposed to the Joint Committee on the Union List of Serials in a report prepared for that committee by Wyllis E. Wright. It is recommended that a third edition be postponed at least until an experimental numerical union list can be prepared and published, if not indefinitely.

Instead of a third edition, attention should be concentrated on getting all pre-1950 serials into the *National Union Catalog*, which now includes only about fifty per-cent of the titles in the *ULS*. This has been estimated by Wyllis Wright to require the addition of about five hundred pages to the *National Union Catalog*, or somewhat less than a third of the num-

* Actually, this would be reduced to one-half line, since the world list number would be no wider than the column of locations, whereas in the *ULS* the alphabetical listing is as wide as two columns of locations.

ber of pages appearing in the July-September 1957 quarterly issue, which contained 1356 pages. The volume or volumes in which these listings appeared would not adhere to the recently adopted policy of confining the *National Union Catalog* to post-1955 entries. This policy is considered unfortunate by many librarians, but, in any case, it could be suspended temporarily, or a special volume could be issued for the pre-1955 serials. Approximately 250,000 to 350,000 serial titles fall in the categories previously excluded from the *ULS*. However, these would not all have to be published in the *National Union Catalog*, since a high percentage of them are already represented by LC cards appearing in the printed catalog series.

A city or region could be approached with a view to establishing and publishing the pioneer numerical union list of serials.

It should be noted that, if a third edition of the *ULS* is postponed, libraries not owning the LC printed catalog series could not benefit fully from the proposed numerical union list, since few printed bibliographies contain LC card numbers for serials. However, most of the libraries not owning the LC printed catalog series are smaller ones that would find the *ULS*, second edition, adequate for their needs. In addition, they would be able to make use of bibliographies of serials that carry LC card numbers. They would already have an index to a local numerical union list for U. S. government serials, since the *Monthly Catalog of U. S. Government Publications* and the old *Document Catalogue* both contain LC card numbers.

There seems little doubt that many (and eventually all) of the compilers of future bibliographies of serials, both current and retrospective, national and subject, would include LC card numbers for all serials. Thus, libraries not owning the LC printed catalog series would gradually find themselves obtaining various indexes to the local numerical union list. *Ulrich's Periodicals Directory* does not include LC card numbers, but could easily do so in future editions. Inclusion of LC card numbers in *Ulrich* would bring the benefits of union list service to thousands of libraries that could never have afforded the former *ULS*.

Another very important reason for using LC card numbers as world list numbers lies in the fact that this action would permit transfer of the onerous and almost impossible task of defining the term "serial" from the world list agency to each local producer of a union list. The local union list makers could include or exclude titles at will, merely by adding or deleting LC card numbers for titles for which they wished to show or omit locations.

Action Required: Post-1949 Titles

Action required here would be a decision to include the proposed world list in *NST*. Actually, all IBM cards now prepared for *NST* include such a number, but the machines at LC are temporarily wired to prevent its being printed in *NST*. It would then be desirable to adopt this number as the LC catalog card number. This is not an essential feature of the

proposal, although, in my opinion, it is so desirable that to do otherwise would be almost tragic.

Printing of this number in *NST* would make it possible for the pioneer numerical union list of post-1949 serials to begin publication. This could be done in a sample region, or at LC. Locations and holdings could then be dropped from *NST*, or continued for as long as desired.

Even if complete American locations and holdings should be continued in *NST*, a serial number should still be printed there. Numerical union lists of serials could then be established by librarians in other parts of the world, without their having to repeat all bibliographic listings.

A Numerical Union Catalog of Books

If the plan for listing holdings of serials by LC card number has any merit, so does a plan for providing regional numerical union catalogs of books have merit. Such a proposal has been published previously by the author (January 1948 *Library Quarterly*). The recent expansion of the LC printed catalog series into the *National Union Catalog* through the inclusion of all known publications makes that proposal even more practical, provided an LC-card-number type of number is assigned to all entries. This should be done whether immediate plans for a numerical union catalog of books are forthcoming or not. Not to do so is to deprive librarians for all time to come of a simple and ideal system of preparing numerical union lists of books and periodicals.

Summary

Union lists of serials perform a dual function: (1) alphabetical bibliographic listing, and (2) location. These two functions should be divorced, with the locations listed in separate numerically arranged regional lists. One alphabetical index will serve the entire world.

Numerical reporting of locations is much cheaper than alphabetical reporting, even if not mechanized. Mechanization, not practical with alphabetical reporting, will provide further savings.

Printing costs alone are at least twenty-five per cent cheaper for a national numerical list. Regional lists, omitting many lines of non-regional entries, would provide more complete coverage than is economical for a national list, with substantially greater savings.

The numerical system employed should be based on LC card numbers. They have already been assigned to a majority of the most important serials. They permit use of the LC printed catalog series as an index to any numerical union list of serials. This fact would permit postponement of the preparation of a single alphabetical world list of serials. Use of LC card numbers also makes it unnecessary to define the term serial, since all borderline publications would also have LC card numbers and could be listed numerically in any regional list in which they were desired. Other alphabetical bibliographies of serials (the *Monthly Catalog of U. S. Government Publications*, *Ayer's Directory of Newspapers and Periodicals*, *Ulrich's Periodicals Directory*, *Willing's Press Guide*, etc.),

could serve as alphabetical indexes, merely by including LC card numbers, for libraries that could not afford to buy the LC printed catalogs.

The resulting regional numerical union catalogs could show more regional locations than will ever be economical in a single national union list, but will be cheaper because they can omit non-regional locations.

The complex alphabetical bibliographical work will have to be undertaken only once, and will thenceforth serve the entire world, each nation and region compiling only a numerical list of locations.

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ADVICE SOLICITED:

Dorothy Harbin, of the Serials and Binding Division, Emory University Library, Emory University, Georgia, is interested in learning the opinion of other libraries which have had experience in the use of shellac. How many people still shellac the spine of books? The whole cover? What is the most successful type of shellac? Miss Harbin would appreciate hearing.

The Divided Catalog: A Summary of the Literature

DOROTHY GROSSER
New York Public Library

IN THE earliest item (1905) in the bibliography here presented, Fletcher challenges the right of the dictionary catalog to be the overwhelmingly predominant type of catalog in libraries. He questions its advocates' claim that it best meets a library's needs. He advocates a divided catalog such as the one at Amherst because, for one thing, the separate subject catalog

can more readily be used in conjunction with bibliographies in the subject fields. We find a similar argument in the latest item in the bibliography (Harris, 1957). Fletcher's article seems to have been followed by more than thirty years of silence in the library journals on the subject of the divided catalog. During that period there were probably some divisions of catalogs at some libraries but, as Thom (*q.v.*) indicates, the greatest period of such activity started in 1937. Our survey of the literature on the divided catalog corroborates this since 1938 is the year in which the steady stream of papers on the subject began.

The items in the bibliography fall into one of several categories: 1) Denunciation of the dictionary catalog and suggestion that the divided catalog may be the solution of the problems brought on by the increasing size and complexity of the catalog. 2) Description of actual divisions with the reasons which prompted the step and apparent results (evaluation of the results usually based purely upon observation). 3) Results of questionnaires and surveys which were intended to ascertain whether the divided catalog has succeeded in solving the problems it was meant to solve. 4) Praise of the dictionary catalog as a faithful handmaiden who is well able to continue to serve if she is made a bit trimmer and if her few complexities are better explained to the library's clientele by the librarian.

Perusal of the literature on the subject may not be too helpful to the librarian who wants to decide whether division of the catalog is advisable in his library. Most of the articles favor it and report varying degrees of success. They do admit, however, that it entails considerable expense and probable duplication of cards. Furthermore, there are a number of authorities who advise a "wait-and-see" attitude because there has been little scientific testing of the divided catalog and, therefore, little proof thus far that it is definitely superior to the dictionary catalog.

Articles based on actual experience with divided catalogs:

- Adams (Montana State College)
- Allez (Central State Teachers College, Stevens Point, Wisconsin)
- Burch (Duke University)
- Carnie & Llewellyn (Regina Public Library)
- Dean (Harvard Business School)
- Brother Edmund Joseph (LaSalle College) In Harris
- Field (Air University Library)
- Flannery (Lehigh University) In Harris
- Fletcher (Amherst College)
- Marke (New York University Law Library)
- Markley (University of California)
- Nyholm (University of California)
- Wood (University of California)
- Osborne (Ottawa Public Library)
- Runge (German libraries)
- Schwartz (Oklahoma University, College of Law)
- Severance (Baylor University)

Slater & Fraser (University of Toronto)
 Bethune (University of Toronto)
 Warner (Lock Haven State Teachers College)
 "Crisis in the cards" (Dartmouth)

Advocates of divided catalog:

Adams	Lubetzky
Allez	McAnally
Berthold	Marke
Bliss	Markley
Burch	Metcalf
Carnie & Llewellyn	Nyholm
Coney	Osborne
"Crisis in the cards"	Richmond
Dean (with reservations)	Rider
Brother Edmund Joseph	Runge
Field	Schwartz
Flannery	Severance
Fletcher	Warner
Hagedorn	Wright
Kingery	

Opponents of divided catalog:

Erlandson	Pettee
Hamilton	Slater & Fraser
Mann	Thom
Oertli	Ver Nooy
Bethune	

Reserving opinion:

Brown	Lyle
Dean	Metcalf
Hirsch	Tauber

Reports on surveys, questionnaires, etc.:

Marke (New York University Law Library)
 Markley (California)
 Nyholm (California)
 Thom

Adams, W. "Divided Catalog in Practice [abridged]" *Pacific Northwest Library Association Quarterly*, 7: 48-50. (Oct. 1942)

Montana State College Library decides to divide its catalog at a time when the author cards have to be removed anyway in order to be photographed.

The usual arguments of advocates of division are presented: (1) Subject cards differ from author and title cards in complexity and approach of the reader, and have no place in the same file as author and title cards. (2) A division of the catalog relieves congestion at the catalog drawers.

This library met the criticism that the divided catalog separates authors from biographies and criticism of authors by having cross references in both catalogs when a name occurs in both. Adams foresees a possible further division—an author catalog and a title catalog.

Allez, George C. "In Defense of the Alphabetical Subject Catalog." *Wilson Library Bulletin*, 13: 242-243. (Dec. 1938)

The Central State Teachers College at Stevens Point, Wisconsin, experiments with a divided catalog. There are two files: (1) Author-title. (2) Alphabetical subject file, arranged just like the L.C. list of subject headings. No attempt was made to make the subject file a classed catalog because of unwillingness to attempt it but, as Allez points out, the alphabetical subject file suits college students better because of their familiarity with such an arrangement in encyclopedias, dictionaries, etc. Allez answers objections to the divided catalog: (1) "All libraries have dictionary catalogs; people are used to them; why change?" Allez: Why not change to something better? (2) "It means consulting two files, with resulting confusion." Allez: No more confusion than in using the dictionary catalog, which is really an illogical thing, made up of unrelated entries and never truly alphabetic. (3) "It necessitates duplicate entries, e.g. if subject and title are the same, and separates authors and their works from biography and criticism." Allez: This problem has not yet been fully worked out.

Conclusion: The divided catalog is working well. More people can use it at one time since it separates those who want to know if the library has a particular book (author-title file) from those who want to see what it has on a particular subject (subject file).

Berthold, A. B. "The Future of the Catalog in Research Libraries." *College and Research Libraries*, 8: 20-22 (Jan. 1947)

P.20 "The dictionary catalog is a public library tool and . . . as such it has no proper place in a research library." Division of the catalog into author and alphabetical subject file is not the answer either for the research library. What is wanted is an author catalog (wherein the researcher can look for a specific work, which perhaps he has found in a bibliography) and a *classed* subject catalog. (An alphabetical subject catalog, like the dictionary catalog, with its specific headings, does not lead the researcher to all the material the library has on his subject, even with the see-also references.) The cards in the author file will have only the barest essentials. The cataloger will be primarily a *subject* specialist.

Bliss, H. E. *The Organization of Knowledge in Libraries*. New York, 1933.

P.166. "The dictionary catalog is misnamed; it is not like a dictionary of words in one series, with subordinate items, such as the alphabetic subject catalog usually is; it is a commixture, a conglomeration of author entries, titles, subjects and references. A dictionary catalog lacks the simplicity and directness of a dictionary; it bats the terms hither and thither across the courts of terminology, keeping the quest on the jump."

P. 168. "It has been argued that the people who come into a public library are so simple-minded, so averse to systems and complexities, that to have to distinguish between an author catalog and a subject catalog, even where these are prominently placarded, is . . . too confusing. If so, how

can those simple-minded people be expected to distinguish between the author entries and subject entries and the other entanglements of a dictionary catalog? The librarians who make such arguments may also be simple-minded. The users of catalogs, of whatever form, should learn how to use them and to distinguish an author catalog from a subject catalog."

Burch, V. J. "Divided Catalog: Duke University Library Catalog Faces the Future." *College and Research Libraries*, 3: 219-223. (June 1942)

The divided catalog is used almost exclusively in the larger European libraries (cf. Runge on German libraries). Also noted are the divided catalogs at the Harvard Business School Library and the University of California Library. One failure only of the divided catalog is noted—at the University of Chicago there was a return to the dictionary catalog after long, futile efforts to train readers to use the separate catalogs.

In 1940, Duke University library divided its catalog (at a time when shifting was necessary anyway because of packed trays). It already had a separate periodicals catalog.

Professors and students seem to like the new set-up. Some are a little vague about what a subject catalog is and there are some who equate the title of a book with the subject and so look for it in the subject catalog. In general, however, it seems to be working well, is more convenient for users and is a step toward controlling the catalog since the smaller separate catalogs are more easily handled for filing, etc.

Carnie, B. and Llewellyn, A. "Divided Catalogue." Canadian Library Association. *Bulletin*, 11: 66-67. (Oct. 1954)

The Regina Public Library has a divided catalog—author-title and subject. Such an arrangement has been found very satisfactory for this medium-sized public library. The dictionary catalog may be fine for the university or research library, but the average patron of the public library finds it a very difficult thing with which to cope because of its mysterious filing rules and interfiling of subjects with authors and titles. The divided catalog is easier to use, and the readers seem well-satisfied with it.

Coney, D. "Librarian and the Catalog." *ALA Bulletin*, 29: 593-597. (Sept. 1935)

Question: Should the alphabetical catalog be arranged in just one alphabetical file? Answer: There is much confusion which might be greatly remedied by separating the subject cards. (An exception might be personal and corporate body main and subject entries.) In general, research workers tend to use just the author and title cards to find specific books while undergraduate students tend to use the subject cards more.

Cranshaw, James. "The Public and the Catalogue; Dictionary or Classified?" *Library Assistant*, 30: 72-78. (March 1937)

(This article is not too relevant to the question of the divided catalog since its arguments are mainly in favor of an alphabetical arrangement of subjects instead of a classified arrangement).

The dictionary catalog brings material on a specific subject together. In this age of specialization, people are more likely to be interested in a

specific subject, not its related subjects. Anyway, Cranshaw has an open-shelf arrangement in mind so that the reader can see books on related subjects on the shelves before him. In classified arrangements of subjects, a subject is often arbitrarily placed in one class when it might just as well go elsewhere, too, depending on the reader's approach. The alphabetical arrangement is familiar to everybody who uses dictionaries, etc.

"Crisis in the Cards." Dartmouth College. *Library Bulletin*, 3: 151-154. (Dec. 1941)

The card catalog is becoming too big and too complicated, with all sorts of filing rules necessarily piled on the basic alphabetical arrangement. Colleges and universities which have tried a divided catalog, such as Wellesley, Duke, Penn State and California, report that it successfully simplifies filing, relieves congestion, puts proper emphasis on the subject approach to books and facilitates co-ordinated use of subject headings and subject bibliographies. Also it is now easier for readers to check on items in bibliographies by using the author-title file. Eventually there may be further division of the author-title file but the chief, more important step has been the separation of the subject cards.

Dean, Hazel. "Shall We Divide Our Catalog Vertically?" *Catalogers' and Classifiers' Yearbook*, 8: 43-47. (1939)

The Harvard Business School Library divided its dictionary catalog into author-title catalog and subject catalog, for the usual reasons: avoid congestion at the catalog (here, in addition, there was no official catalog for the use of the staff), and simplify things for the user of the catalog.

Some of the problems of such a divided catalog are noted: (1) Duplication. (In a business library like this—the problem of the company history). (2) Problem of cross-references (sometimes, in the case of corporate and government entries, conflict of title and subject as officially established). (3) The holdings of serials and continuations are listed on the main entry card only, and therefore on the subject cards there was need to print the note: "For full information, see card under main entry as above in Author and Title Catalog." (4) The problem of biography and criticism of authors. Criticisms of individual books have been filed in the author-title catalog with the books criticized and in the subject catalog under the subject of the book.

Dean does not wholeheartedly advocate division of the catalog because cataloging practice in general is based on the idea of the dictionary catalog. Also, at present we have entries (e.g. form headings) which are not definitely subjects or authors. It has not been proved yet that the separate subject catalog is more satisfactory.

Erlandson, Ruth M. "Reflections and Observations on Subject Analysis: The Academic Reference Librarian." In Tauber, Maurice (ed.) *The Subject Analysis of Library Materials*. New York. [1953]

P. 186. "A divided catalog is not an undivided blessing." Filing is simplified and it does help to emphasize the subject approach, but college students do not seem to understand the divided catalog. Despite signs, they go to the first catalog they meet and do not realize that there are two.

Titles and subjects are mutually mistaken (such is true also in the dictionary catalog) and unless there is duplication of cards, they find it hard to understand that authors are in both catalogs, depending on whether it's a book by them or about them. In a dictionary catalog the author-title cards have subject value, too, just as the subject cards have author and title value. The divided catalog usually necessitates a double search for complete coverage of a subject.

Field, Oliver T. "An Experiment in Catalog Reform." *College and Research Libraries*, 17: 414-419. (Sept. 1956)

In 1946 the catalog of the Air University Library was divided in the usual way—author-title and subject. Recently, however, subjects and titles were joined in one catalog because they are natural companions. Readers are as likely to think of titles as of subjects and many titles are "quasi-subjects."

Fletcher, W. I. "The Future of the Catalog." *Library Journal*, 30: 141-144. (March 1905)

The dictionary catalog "has the character of a superstition in so far as it is accepted and religiously carried out on grounds that are traditional, rather than on any intelligent conviction that it meets present needs and is good for the future needs for which we must make provision." (p. 141)

At Amherst the catalog is divided into author and subject-title (the only divided catalog Fletcher knows of in which titles are with subjects rather than with authors.) Subjects and titles were placed together because the average person does not always make a distinction between them.

The author-catalog is really *the* catalog. Subject catalogs are really guides for the reader rather than catalogs in the real sense of the word. Fletcher favors much more supplementation of subject catalogs by bibliographies and reading lists with references to them in the subject catalog.

Hagedorn, Rolf K. "Toward Catalog Reform." *Library Journal*, 64: 223-225. (March 15, 1939)

The chief complaints against the dictionary catalog are: too bulky and too complex. Difficulty in using it is not due to the user's stupidity but is the fault of the catalog. To simplify it, division is the answer, preferably into three files: author, title and subject.

Subject file: Follow whatever list of subject headings the library uses. Have a copy of the list somewhere near the catalog. This subject catalog will emphasize the subject approach, which is chiefly that of the reference department. The subject file will be used most extensively by undergraduates and persons who are casual readers looking for information in some field.

Title file: This will be very much used since readers often remember only the title. This will include *all* titles, even such titles as *Bulletin of the —*.

Author file: This will be the usual approach of faculty, graduate students and researchers.

In all three files, filing should be made as simple as possible.

There are other possible types of division: (1) subject-title and author,

(2) subject and author-title, (3) a "name" catalog for proper names, be they authors or subjects. The three-file division seems best, however.

One of the main arguments for the dictionary catalog is that it keeps works "about" with works "by." But, says Hagedorn, in general, the same person will not be looking for both at the same time. Works "about" definitely belong in the subject file of a divided catalog, and the readers will be bright enough to look there. No duplication of such cards in the author file is necessary.

Hagedorn suspects that librarians, in some cases, want to hold on to the complex dictionary catalog because they like to be looked upon as the experts who can unravel its mysteries. In other cases it is kept just because it seems traditional to have a dictionary catalog.

Hamilton, W. B. "What Scholars Expect of Library Cataloging." *In Association of Research Libraries. Problems and Prospects of the Research Library*. New Brunswick, N. J., 1955. pp. 65-70.

"The catalogue ought not, in the opinion of a heretic, to be carved into parts and distributed throughout the library. A single dictionary catalogue would not defeat or fool the student as easily as one split up . . ." (p. 68-69)

Harris, Kay, ed. "The Divided Catalog, a Reappraisal." *Library Resources and Technical Services*, 1: 21-30. (Winter, 1957)

Abridgement of remarks by several librarians at a series of meetings held by the Philadelphia Regional Catalogers Group to discuss the divided catalog.

(1) *R. Hirsch*. The divided catalog will not save space and will bring about little if any lowering of costs. It may, however, help readers and filers.

(2) *M. C. Brown*. The advocates of the divided catalog are thinking primarily of simplifying the teaching of the use of the catalog or even perhaps of eliminating the need to teach the use of it. This is not the right approach. We want a catalog which anyone can learn to use *with help*. The form of the catalog depends upon the particular library's needs.

(3) *A. Flannery*. The division of the catalog at Lehigh University is very successful, chiefly because of careful instruction in the use of the divided catalog.

(4) *Brother Edmund Joseph*. Results of the division at LaSalle College lead to emphasis on the need for careful instruction and the belief that its advantages outweigh its disadvantages.

(5) *G. Warner* strongly advocates the divided catalog after the experience with it at Lock Haven State Teachers College. Division may lead to improvement of each part of the catalog, particularly the subject file.

(6) *R. E. Kingery*. Division is favored, again as a step toward the careful study of each part, particularly the subject file which might be integrated with the whole bibliographic apparatus of various subject fields.

Lubetzky, Seymour. "Crisis in the Catalog." *Catalogers' and Classifiers' Yearbook*, 8: 48-54. (1939)

Arguments for and against division of the catalog are presented with

the purpose of clarifying the whole problem, not to come to any definite conclusions.

(1) Relieve congestion. But this problem will still exist regardless of the arrangement of the drawers. If subject-file-users far exceed author-title-file-users, congestion at the subject file will be just as bad as or worse than that at a dictionary catalog. If they do not exceed them to any extent, then this argument for the divided catalog does not hold up well.

(2) Simplification of filing and so of use by the reader. Lubetzky notes that perhaps the dictionary catalog could take care of this by more guide cards. There is a further point, however: the dictionary catalog is made up of three very different types of cards and the reader might logically desire authors with authors, titles with titles, subjects with subjects. In this connection, it is surprising that where division has taken place, it has been into two, not three, files. Surely nothing is gained by an author-title file in which some of the same confusion will arise as in the dictionary catalog (e.g. a title like United States News is still lost among United States author entries).

Lyle, Guy R. *The Administration of the College Library*. 2d ed. New York, 1949.

(P. 101) A small dictionary catalog is quite easy to use but as it grows bigger, its complexities increase. The divided catalog may be the answer. The library resorting to it, however, must expect some increase in cataloging costs. Also there is the inconvenience of having to refer to two catalogs. The divided catalog has been tried thus far in only a small number of libraries and it is therefore the wise course for college libraries to put off any decision to divide until the divided catalog has been proved definitely superior. Meanwhile efforts could be made to make the dictionary catalog more satisfactory by guide cards, better filing code, better library instruction, and the like.

McAnally, A. M. "The Library and the Card Catalog." *Library Journal*, 63: 814-815. (Nov. 1, 1938)

The college library is the type in mind. The main catalog should be the subject catalog (alphabetical or, perhaps, for the larger library, classed), with a separate author catalog. In the subject catalog, the subject need be put only on the first card, with cards for all books on that subject filed behind it.

Mann, Margaret. *Introduction to the Cataloging and the Classification of Books*. 2d ed. Chicago, 1943.

(P. 113) The divided catalog simplifies arrangement in some ways but it causes other difficulties, e.g. what to do with biographies. Also, form headings, such as "Laws, statutes, etc.," are not logically placed in author-title or subject catalog.

Marke, J. J. "Divided Catalog as a Time Saver at New York University Law Library." *Law Library Journal*, 43: 187-189. (Nov. 1950)

In this library, they have found that the divided catalog sometimes facilitates research, and is usually easier to use. They have found that the

users experience no difficulty in using two separate files, since both are clearly marked and there is good library instruction. In any case, even with a dictionary catalog the user has to be able to distinguish author, title and subject. A poll was conducted among readers, along the same line as the questionnaires at the University of California library (cf. Nyholm). The results: 87% prefer the divided catalog, 69% find it easier to use, 70% say it saves time, and 69% report greater use of the subject file (the subject approach is more usual in legal research). Very few note any hesitancy about which file to use.

Markley, A. E. "The University of California Subject Catalog Inquiry." *Journal of Cataloging and Classification*, 6: 88-95. (Fall, 1950)

Members of the School of Librarianship undertook to conduct an inquiry about the use of the subject catalog. Users of the subject catalog were interviewed, their replies being set down on a standard form. The conclusion of the inquiry: the users find the subject catalog generally satisfactory (72% success of varying degrees) and usually find what they are looking for. It was also found that the author-title catalog is used $2\frac{1}{2}$ times more, with consequently greater congestion there than at the subject catalog.

Metcalf, K. D. "Dividing Library Catalogues." *Harvard Library Bulletin*, 6: 390-393. (Autumn, 1952)

In the Widener Library, as everywhere, the dictionary catalog is causing concern. Also physical factors necessitate some thought to dividing the catalog in some way. There is no intention apparently of rushing into it, however. Various factors are still being considered and a careful decision must be made about what kind of a division should be made. There is no desire to duplicate many cards, as did the University of California library, in order to have biographies and other works about authors in both the author-title and the subject files. This is just one example of the many things to be considered before making the decision.

To clarify the problem, Metcalf lists the kinds of cards now in the dictionary catalog: (1) individuals as authors, (2) individuals as subjects, (3) corporate authors, (4) corporate bodies as subjects, (5) topical subjects, (6) titles. Three possible files are suggested for a divided catalog:

1. Personal names catalog (combining 1 and 2 of the above types of cards)
2. Topical subject catalog (5 in the above list)
3. Title and corporate name catalog (3, 4 and 6 in the above list)

This still entails problems—e.g. "United States. Foreign policy" in topical subjects file?

Nyholm, A. W. "California Examines Its Divided Catalog." *College and Research Libraries*, 9: 195-201. (July 1948) (See also Wood, A. F.)

Questionnaires were circulated among faculty, undergraduates, graduate students, librarians, to get data for evaluating the success of the divided catalog. The questions aimed to find out whether the user was aware of the change to a divided catalog, found it easier to use than the dictionary catalog, used the author-title file or the subject file more, was ever uncertain which of the two to approach for his needs of the moment.

Summary of findings.

1. About 15% in general were unaware of the change (highest percentage in this group were undergraduates).
2. About 74% in general favored the divided catalog.
 - a. Undergraduates often favored it because of belief that the subject approach in a card catalog was a new and wonderful idea. They did not realize in many cases that the dictionary catalog offered a subject approach.
 - b. Professors, on the other hand, often expressed happiness that the subject cards were separated from the others so that they had easier access to the author and title cards. Subject cards were not worth bothering about!
3. About 45% had no difficulty in deciding which catalog to use. Undergraduates had more instances of difficulty with more vagueness about the contents of each file.

Chief complaints: Undergraduates—lack of understanding of the new catalog; catalogers—increase of operating costs, duplication.

In general, conclusion is that the divided catalog is good for a large university library. Undergraduates were made aware of the subject approach, and any difficulty in using the divided catalog can be remedied by more and better library instruction.

The findings definitely indicate defeat of the dictionary catalog. When the classed catalog was given up years ago, the logical step was the alphabetical subject catalog, not the dictionary catalog.

The article ends with a plea for more studies of what the library users think about catalogs, etc., and less speculation by librarians about what the users want.

Oertli, E. "The Catalog of the Future." *Wilson Library Bulletin*, 17: 448-451. (Feb. 1943)

The disadvantages of divided catalogs are emphasized. As for the usual aim of relieving congestion, this seems to apply more to a large catalog in a large library. The horizontal division of Wright (*q.v.*) with its separate file for more recent material, is here considered more advantageous than the usual division into author-title and subject.

Osborne, M. and Bethune, E. V. "Shall We Divide our Catalogue? Yes—Ottawa Public Library; No—University of Toronto Library." *Ontario Library Review*, 27: 146-148. (May, 1943)

Yes—Ottawa Public Library. (M. Osborne)

They divided their catalog into two files, author-title and alphabetical subject (an unusual subject file because it contains French as well as English subject-headings with see-also references). Circulation reports that the public finds the new arrangement handier. The actual removal of subject cards from the old catalog was fairly easy because all had red headings. For biographies and criticism of authors they have inserted cards after an author's works: "For works about _____ see the subject catalog."

No—University of Toronto Library (E. V. Bethune)

At one time, this library had separate catalogs (author, subject and periodical) but the *divided* catalog caused confusion and congestion!! The

catalogs were therefore united in one dictionary catalog. There is congestion at times but this would occur regardless of the arrangement of the catalogs. The dictionary arrangement is very satisfactory and easy to understand.

Pettee, Julia. *Subject Headings*. New York, 1947.

P. 41-42. The separation of author and subject files antedates the dictionary form of catalog which came into use about fifty years ago. The chief reason now given in the current agitation for a return to separate catalogs is the increasing bulk of the dictionary catalog. Division, however, will not help—the bulk will be greater than before.

P. 95. Division of the catalog will not cause any difference in the number of subject cards which a researcher will have to go through.

P. 161. In most cases, division brings very great expense, both from necessary duplication and from refileing.

Richmond, P. A. "A Divided Catalog—Then What?" *American Documentation*, 7: 315-319. (Oct. 1956)

Division is advocated as a step toward some sort of mechanization of the subject-catalog. "Automation in the library may be the next step after the division of the catalog." (p. 319)

Rider, Fremont. "Alternatives for the Present Dictionary Card Catalog." In Randall, W. M. (ed.) *Acquisition and Cataloging of Books*. Chicago [1940] p. 133-162.

Librarians, catalogers in particular, must give up the idea that catalogs, as now set up, are the last word—always be ready to make changes to meet the needs of the times! The long dominant dictionary catalog is now (1938) being questioned. The splitting of the catalog, already being done in several college and university libraries, is perhaps the first step toward some sort of classed catalog. Such a classed catalog, with some sort of alphabetical index or perhaps a classification key in book form, might be one way to lower the costs of cataloging.

Runge, S. "Some Recent Developments in Subject Cataloging in Germany." *Library Quarterly*, 11: 46-68. (Jan. 1941)

In nearly every large German research library there are two main catalogs: (1) "Alphabetischer Katalog" or "Nominal Katalog." This is alphabetically arranged by authors and anonymous titles. (Anonymous titles include all works by four or more authors and all works by official bodies, societies, etc.) There are no title entries for the books entered under authors. (2) "Sachkatalog"—subject catalog. This may be alphabetical but is usually classified instead.

The "Kreuzkatalog," or dictionary catalog, is used in only two of the larger research libraries: the Patent Office Library in Berlin, and the State and Municipal Library of Augsburg.

Schwartz, Mortimer. "Dividing and Conquering the Card Catalog at Oklahoma." *Law Library Journal*, 50: 129-135. (May, 1957)

The catalog at the College of Law at the University of Oklahoma is

divided into author-title and subject catalogs. Thought was given to a subject-title catalog as at the Air University Library (cf. Field).

Severance, R. W. "Baylor University Divides its Public Catalog." *News Notes* (Bulletin of the Texas Library Association) 19: 1, 22 (Jan. 1943)

Baylor University is among the first in Texas to experiment with a divided catalog (author-title and subject). Their chief reasons for the step were to simplify filing and relieve congestion. It has not been in operation long enough to decide upon its success but it is already obvious that filing has been simplified and congestion at the catalog has lessened considerably.

Slater, M. M. and Fraser, L. D. "Dictionary Catalogue vs. the Divided Catalog, The University of Toronto." Canadian Library Association. *Bulletin*, 10: 206-209. (April, 1954)

The stand of Bethune (cf. Osborne and Bethune) against division at the University of Toronto is upheld. The dictionary catalog is working quite satisfactorily and no change, which would entail great expense, is warranted. The divided catalog is admitted even by its advocates to fall short of remedying supposed disadvantages of the dictionary catalog. Improvements can be made in the dictionary catalog itself to remedy them: less complicated filing rules (perhaps strictly alphabetical scheme), better library instruction to make students aware of the subject approach in the dictionary catalog, simplified cataloging or perhaps new uses of microphotography to arrest the alarming growth of the catalog. Even in a divided catalog, there will be congestion in some areas. Division entails terrible expense for reorganization and necessary duplication. The survey of the divided catalog at the University of California (cf. Nyholm) found that there was a lot of expense and considerable confusion among users about how to use the new catalog.

A reader survey at Toronto showed general support for the present dictionary catalog. The divided catalog thus far has not been proved to be superior. Unless there is strong proof, it is foolish to go through the expensive process of dividing the catalog.

Tauber, M. F. "Subject Cataloging and Classification Approaching the Crossroads." *College and Research Libraries*, 3: 149-156. (March, 1942)

P. 152. "There seems to be little doubt that the divided catalog is an attempt to get at different types of catalog users in the general library."

"Whether or not the divided catalog is the solution to the difficulties of size and complexity remains to be seen. It may be said here as elsewhere that at present we have little evidence that the split catalog is the proper alternative in every library."

"It is unfortunate that systematic studies of the use of the catalog were generally not made in the libraries prior to the division of entries. Changes have been made too often on the basis of guesswork."

Tauber, M. F. *Technical Services in Libraries*. New York [1953]

P. 117-118. Recapitulation of the literature on the subject.

Conclusion: While the literature in general suggests the success of the divided catalog, evaluation should be put off until more studies are made.

More must be known about the costs involved, the success in helping the reader, effects on the size and control of the catalog.

Thom, I. W. "The Divided Catalog in College and University Libraries." *College and Research Libraries*, 10: 236-241. (July, 1949)

With the purpose of making an objective appraisal of the divided catalog, Thom sent a questionnaire to 642 libraries (all in institutions which are members of the Association of American Colleges or are approved by the American Association of Universities). About 450 libraries replied. Here are some of the findings:

1. What percentage of academic libraries have divided their catalogs?
Of the libraries replying, 24 had divided, the largest group being in the Far West. The period of greatest activity along these lines was 1938-1947. Several institutions, however, are now considering it. The most usual form is author-title and subject.
2. Why did they divide the catalog? (The libraries ranked their reasons, starting with their most urgent reason)
First: To remedy difficulties stemming from complex and illogical filing. (most urgent.)
Second: To relieve congestion.
Third: To vitalize the subject approach.
Fourth: Because of space problems or peculiarities of physical layout.
Fifth: To emulate other libraries which found division successful.
Sixth: To increase the staff efficiency. (occasional mention.)
Seventh: To lessen the student's awe of the huge catalog. (occasional mention.)
3. What degree of success in attaining the objectives of the division?
 - 1) Simplifying filing complexities—
43% "marked improvement"
30.4% "slight improvement"
 - 2) Relieve congestion—
52.1% "marked improvement"
 - 3) Vitalize subject approach—70% of those who gave this as a reason reported marked or very great success.
 - 4) Increase staff efficiency—slight improvement in efficiency of reference work.
 - 5) Student's awe of huge catalog. Nothing reported on this subject.
4. Duplication necessary?

There was much variation in the practices of each library as to what cards were duplicated to be in each file. The largest percentage was for extra cards for autobiography. In general, this duplication seemed to be causing considerable expense.

Thom's conclusions: The divided catalog is somewhat more effective than the single catalog but not outstandingly so.

P. 241. "Simplicity for the student was the great objective but apparently not the great success of division."

Making improvements in the dictionary catalog might be more practical than dividing the catalog. If you do divide, three files might be the best: name file, title file, and topical subject file. Such a division would be simpler to use and would eliminate the need for duplication.

Ver Nooy, W. "Consumer and the Catalog." In Randall, W. M. (ed.) *Acquisition and Cataloging of Books*. Chicago [1940] p. 310-330.

The dictionary catalog is beset with complexities and difficulties for the reader, chiefly because of his ignorance of the filing rules (particular sources of trouble: The *Bible*, corporate entries, possible confusion between subjects and titles, and the filing of cards for official entries, title entries and subject entries under the name of a city or country). To meet these problems, as well as those stemming from the ever-increasing size of the catalog, there have been proposals to divide the catalog—author-title and subject, or author, title and subject. Advocates of division believe, too, that it will lessen congestion at the catalog, by separating users who just want to get the classmark from the author-title file from those who are using the subject cards for selection of material for research. The dictionary catalog, however, should be kept, with more guide cards and posters publicizing the library's filing rules. It would take the researcher more time to look in two catalogs—he would have to do so to get complete information about the library's material.

Wood, A. F. "California Divides its Catalog." *Library Journal*, 63: 723-726. (Oct. 1, 1938) (See also Nyholm, A. W.)

The actual mechanics of the shift of the subject cards into their separate files are described in detail.

Wood, A. F. "The Large Dictionary Catalog Faces Der Tag." *Catalogers' and Classifiers' Yearbook* 8: 39-42. (1939) (See also Nyholm, A. W.)

Division of the catalog has taken place at the University of California library because of the necessity of a physical division of the catalog with part at one end of a hall, part at the other.

There were three proposals: 1) Physically divide the dictionary catalog and simplify filing rules to help the reader. This proposal was rejected because it would have meant too much traipsing back and forth by the readers from one part of the alphabet to the other. 2) Divide into an author-title file and a classed subject file. It was decided that students were not likely to work easily with a classed catalog. 3) Divide into author-title file and alphabetical subject file. This was the course adopted. It simplified filing, relieved congestion and suited the necessary physical division of the catalog. Its disadvantages were realized—some duplication and the impossibility now of using catch-word titles as subjects.

Division answers the present problems but it does not really help in the long run with the constant problem of the ever-increasing bulk of the catalog—just as much of a problem in a divided catalog.

Wright, Wyllis. "Horizontal Division of the Catalog." *Catalogers' and Classifiers' Yearbook*, 8: 55-57. (1939)

Wright suggests a supplementary catalog for new titles, which will be weeded periodically. It might contain cards for material of a five to ten year period. Filing in such a small catalog would be cheaper and quicker, and the reader would find it less complex to use and would find the up-to-date material he probably wants. Of course, the main catalog will be on hand for the researcher who wants complete coverage.

Maud Louise Moseley

August 22, 1902—July 30, 1958

MAUD L. MOSELEY, immediate past chairman of the Cataloging and Classification Section, died July 30, 1958, following an intermittent illness which began in January. Members of the Executive Committee will not forget her gallant attempt to carry on during the San Francisco Conference. She did have the satisfaction of completing her year in office, although she was prevented from presiding at most of the meetings. The Section had a productive first year of existence under her able leadership.

Miss Moseley was born in Kobe, Japan, where her parents were missionaries. As a child she came to the United States and attended Seattle schools, graduating from the University of Washington with a B.S. in Library Science in 1924 and a B.A. in 1931. She worked in the Acquisition Division of the University of Washington Library from 1924 to 1936, except for a cataloging interlude at the Library of Hawaii, Honolulu, from 1927 to 1930. After serving as a cataloger in the University of Washington Library from 1936 to 1939, she became chief of its Catalog Division, a position she filled until her death.

Through the years Miss Moseley was continuously, quietly but intensively, at work on behalf of her profession. Among the many positions she held in the ALA Division of Cataloging and Classification were memberships in the Committee on Regional Groups, 1939-1945; Advisory Committee on the Dewey Classification, 1944-1950; Committee on Relations with ALA, 1949-1950; and the Special Advisory Committee on the Decimal Classification, 1952-1957. She was chairman of the Committee on Classification, 1947-1948; the Far West Regional Conference, 1949; and the Special Committee on Cataloging Oriental Materials, 1953-1954. She was a director-at-large of the Division, 1950-1954, and chairman of the Joint Committee of the Canadian Library Association and the American Library Association, 1952-1953. In 1948-1949, she was chairman of the Pacific Northwest Library Association's Catalog Division.

Maud Moseley was courageous, thoughtful of others, conscientious; always ready to do what needed doing, never counting the cost to herself; always ready with a word of wisdom, a helping hand. Her faith in others helped them grow. Her generosity, loyalty, and zest for living won her the devotion of friends and associates. Her untimely death has left them bereft and the library world the poorer.—*Audrey Smith, Cataloger, Philadelphia Free Library.*

The Russian Exchange Program at Columbia University

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TODAY, as Soviet libraries are receiving increased freedom of action in their book exchanges with libraries abroad, exchange relations with them are becoming an ever more valuable source of Russian material for American institutions. Their importance lies in two facts:

(1) Out-of-print Russian publications are becoming more and more difficult to procure on the open market. Gradually, since the end of World War II, the most important and worthwhile collections of Russian material available on the open market have been purchased by interested institutions, public and private. Consequently, exchanges with the Soviet Union are slowly becoming the only source of out-of-print material, particularly for those libraries with large and well-known Russian collections. It is true that there are still a great many small, and a few large, collections on the market. For institutions with already large Russian holdings, however, the purchase of these collections—which usually are sold only *en bloc*—is unfeasible, since a large percentage of the material in any of these collections generally duplicates material already owned by the library involved. Since there are numerous libraries just beginning their Slavic collections, all of whom would be interested in these duplicates, a solution might be the establishment of a central clearing house or information agency which could arrange the splitting up of collections among interested libraries, insuring full satisfaction to both seller and purchasers.

(2) Although considerable current Soviet material is available on the market, particularly through *Mezhdunarodnaia Kniga*, there is also a great deal that cannot be obtained except through on-the-spot purchasing in the Soviet Union, or through exchanges with Soviet institutions. This group consists, chiefly, of (a) material not distributed through *Mezhkniga* (i.e. provincial publications, certain university publications, Communist Party and Party school publications, and publications issued by the various ministries of the Soviet government, and (b) material which, while advertised by *Mezhkniga*, is considered so specialized by dealers that they do not order it. This material is available only through a direct order to *Mezhkniga*, or, again, through exchanges. It should be pointed out that not all governmental publications can be obtained through exchanges. For this material we are also dependent on other sources, none of which are, unfortunately, too reliable. It is to be hoped that the "Slavic and East European Project" of the ARL, which has cited the solution of ac-

quisition difficulties as one of its aims, will come up with an answer.

For these two reasons, exchanges with Soviet institutions play a vital part in any program of Russian acquisition. This paper will be a review of the Columbia University Libraries' Soviet exchange program for the past two years, with the aims of providing information on this important source of Slavic material to libraries which have not, as yet, considered a program of exchanges with the Soviet libraries, and of perhaps offering some new information to those libraries already participating in an exchange program.

Sometime around 1948, all exchanges between the libraries of Columbia University and the libraries of the Soviet Union were discontinued. This situation was due to the political conditions of the time, and it continued to hold for several years.

With the relaxation of tension in world politics several years ago, Columbia University decided to renew relations with the Soviet libraries, particularly after several of the latter wrote requesting such a renewal. The most difficult aspect of initiating these exchange programs was in reaching exact exchange agreements satisfactory to both Columbia and the Soviet libraries. The "volume for volume" arrangement was finally agreed upon (with a few exceptions, in which "page for page" was adopted), with both parties reserving the right to ask for additional compensation wherever particularly rare or valuable materials were involved.

At the very outset of our negotiations, most of the Soviet libraries requested that, to fulfill our side of the agreement, we supply them with the complete output of the Columbia University Press, as well as of some other American publishing houses. Needless to say, such an arrangement was a financial impossibility. Except for the two free copies of each Columbia University Press publication which the Libraries receive, all of this material would have had to be purchased. It was made clear, therefore, that whereas in the Soviet Union the university press is actually a part of the university, and the university receives its publications gratis and in quantity, the situation is quite different in the United States. It was made clear too that we wished to exchange, primarily, material from our duplicate files, and to have to purchase only a limited number of specific items from outside sources.

For their part, the Soviet libraries were quite generous. Many of them offered to supply Columbia with the current Soviet output in one or more fields, as selected from *Knizhnaia Letopis*, as well as with almost all the Soviet periodicals in these fields. We could not accept these extensive offers, largely because it is more profitable for us to get the bulk of our current material by purchase, first, because the amount of processing and labor involved in exchanges makes it difficult and expensive to handle really large quantities of material, and, second, because, as a rule, we receive discounts from many dealers. In addition, Columbia presently receives practically all Soviet periodicals through *Mezhdunarodnaia Kniga*, a source which has proven very reliable for periodicals, and we did not feel it wise to begin experimenting with a new source—one that

could conceivably be cut off by any radical deterioration in the political situation. Thus, the only periodicals presently being obtained through exchanges are some not carried by Mezhniga, e.g., university and provincial publications.

After all differences had been straightened out, a plan of exchange was generally agreed upon. Our responsibilities included the following:

(1) Columbia supplies the Soviet libraries with a monthly list of duplicates from which material may be selected. Originally, each of these lists contained one hundred items, and copies of each list were sent, simultaneously, to a number of libraries, the items being allocated on a "first come, first served" basis. Beginning with September, 1957, however, these lists were shortened to fifty items each, and have since been sent to only one or two libraries. Thus, each institution is now almost sure to get the material it desires. New lists are available, if requested, at the rate of two and even three times a month.

(2) Approximately once a year Columbia prepares a list of periodical duplicates from which the Soviet libraries may select on a "first come, first served" basis.

(3) Each year, the Soviet libraries receive copies of the catalogue of the Columbia University Press. From this, they may make a limited number of selections, always with the stipulation that Columbia cannot guarantee they will receive promptly everything they select.

(4) Columbia subscribes for the Soviet libraries to American periodicals which they request.

(5) Wherever any particular material is of great importance to the Soviet libraries, Columbia attempts to find it on the market, or to procure microfilms of the same.

(6) The Soviet libraries receive lists of Columbia University Ph.D. dissertations from which they may make selections which are then sent to them on microfilms.

The Soviet libraries, for their part, assumed the following obligations:

(1) The larger libraries, universities, and provincial academies of science provide Columbia automatically with all their current publications in the fields of history, economics, political science, philosophy, literature, linguistics, and bibliography. Since, as I have already mentioned, Columbia finds it financially impossible to supply the Soviet libraries with the complete output of the Columbia University Press, a word of explanation is in order. Not only does a Soviet university receive gratis and in quantity copies of its press's publications, but the average output of a Soviet university press is considerably smaller than ours. Therefore, if a Soviet institution provides Columbia with the complete output of its press—say thirty volumes—then Columbia tries to provide them with an equivalent number of current Columbia University Press publications.

(2) From these and smaller Soviet institutions, Columbia receives lists of duplicates from which selections are made. Some of the libraries send these lists regularly, once a month or so; others, infrequently.

(3) Several Soviet libraries have agreed to fill Columbia desiderata

lists, and to supply microfilms if the original publications are unobtainable.

On the basis of the exchange agreement just outlined, Columbia, in the course of the 1956-1957 fiscal year, sent to the Soviet libraries a total of 6,223 items plus 11 reels of microfilm, and subscribed for them to 51 American periodicals. In return, Columbia received 4,027 items plus 62 reels of microfilm, and 19 subscriptions to Soviet periodicals.

It would be difficult, of course, to enumerate all the material received through our exchanges with the Soviet libraries, but certain generalizations can be made, and some of the more important items pointed out.

At the very beginning, the Soviet lists of duplicates included only publications of the past few years. After Columbia explained its interest in acquiring pre-war and pre-revolutionary material as well, the Soviet libraries began, little by little, to include more of such material on their lists. Included were such items as *Moskovski Telegraf* (1828-1838) and *Mesiatsoslov's* (various years). We were fortunate to acquire such post-revolutionary, pre-war publications as *Literaturnnyi Kritik* (1935-1940), *Bolshevik Ukrainy* (1926-1937), *Sotsialisticheskii Transport* (1932-1937), *Khozaistvo Ukrainy* (1928-1939), *Gosudarstvo Ukrainy* (1930-1934), *Ekonomicheskoe Obozrenie* (1929-1930), *Vestnik Finantsov*, and others. Of particular interest and value to Columbia are the bibliographical items received, most particularly the issues we lacked of the vitally important *Knizhnaia Letopis* (The Book Annals). As a result of acquiring the latter, Columbia today probably has the only complete set in the United States.

Other bibliographical materials received on exchanges with the Soviet libraries include *Letopis zhurnal'nykh statei*, *Letopis gazetnykh statei*, *Letopis retsenzii* (unfortunately, a not yet complete set), as well as numerous other rare bibliographies.

Through exchanges with the Soviet libraries, Columbia has been able to complete its sets of the various collected editions of Russian classics and to replace portions of worn-out sets. Numerous items of our desiderata have been acquired, including books for which we have been searching for years.

Some problems have, of course, developed, largely the question of shipping. While, from the very first, Columbia received material shipped by the Soviets within a period of approximately six weeks, it took all our material from three to five months to reach its destination in Russia. This proved to be due to the fact that whereas the Soviet libraries shipped books directly to us, we sent ours through the International Exchange Service of the Smithsonian Institution, the shipping expenses being considerably reduced that way. We subsequently learned that the delay in delivery was not the fault of the Institution itself, but of the Russian agencies charged with transshipping the material from Moscow and Leningrad to its final destinations. We have since decided to mail smaller packages directly, while continuing to send larger shipments through the Institution.

Another problem has been that of microfilms. Up until recently, it

was not clear what the position of the Soviet libraries on the question of supplying Columbia with microfilms was. Now, however, we have begun to receive numerous microfilms, and almost 50% of the material which the Soviets found to be unobtainable in the original has been supplied to us in this fashion. The delay is understandable, since, as far as is known, only the larger libraries in Moscow and Leningrad have microfilming facilities.

We learned, too, in the course of our correspondence with the Soviet libraries, that letters written to them in Russian received surprisingly quick answers. Letters written in English, on the other hand, usually brought a reply only after two to three months of waiting.

On the whole, the success of Columbia's exchange program with the Soviet libraries has been most encouraging. They have proven themselves most cooperative, and the material which they have sent us has generally been in very good condition. At present, we are exploring the possibility of working out inter-library loan agreements with some of the Soviet libraries. Letters have been written to several provincial and institutional libraries with whom we have not yet established relations, requesting their duplicate lists and current periodical publications. While no replies have yet been received, it is likely that exchange relations will be initiated with these institutions, too.

All in all, the Russian exchange program has proven a fruitful source of material for the Soviet libraries, and for Columbia.

Relations of the American Standards Association with the American Library Association

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Reproduction of Documents, PH-5*

ONCE upon a time, it was supposed that certain members of the scholarly professions enjoyed the somewhat doubtful privilege of living apart from the world, with only an occasional glance downward from their ivory towers. If such were ever the case, it has long since ceased to be true, in these days when the natural philosophy of past generations has become the engineering and industry of today. Even in comparatively modern times, there was a tendency to deposit the several phases of the humanities and the sciences in neatly divided compartments; in our time, however, these compartment walls, if they exist at all, allow an almost unlimited

exchange of ideas and methods. As an example of this interchange, the relations of the American Standards Association with the American Library Association are of interest to members of both organizations. By extension of these interrelations, several individuals have achieved positions of responsibility in both associations, and such responsibilities have, in some instances, become international in character.

As a specific example of close liaison between the two associations, the activities of one of the working committees of the American Standards Association are described; namely, PH₅—Photographic Reproduction of Documents.

Although many professional librarians already understand a good deal about the American Standards Association, a few general comments may not be out of order before proceeding to a detailed consideration of the connection of PH₅ with ALA.

The American Standards Association, Incorporated, is the American clearing house for standards activity on the national level. Founded in 1918 as the American Engineering Standards Committee, this group originally consisted of the following organizations: the American Institute of Electrical Engineers, the American Society of Mechanical Engineers, the American Society of Civil Engineers, the American Society of Metallurgical Engineers, and the American Society for Testing Metals. It has now become a federation of more than 110 trade associations, technical societies, professional groups, and consumer organizations. Some 2,300 companies are affiliated with the ASA as company members. The ASA also represents American business in the 33-nation International Organization for Standardization.

ASA standards are used widely by industry, commerce, and government. By their use, manufacturers facilitate production operations, lower production costs, eliminate buyer-seller misunderstandings, and generally improve industry levels. Consumer groups find convenient yardsticks in such standards. Government agencies rely on them as the ideal criteria for buying in large quantities, or for otherwise protecting the public interest. ASA has recognized more than 1,500 of these American standards. Approximately 7,500 engineers, government officials, and representatives of various national organizations are participating in the development of some 400 standards now in the process of formulation.

ASA does not write standards, but provides the machinery for establishing them on a voluntary basis. That word "voluntary" is important: a standard bearing the mark of approval of the ASA has been accepted by all national units substantially concerned with its scope and provisions. The elimination of the duplication of effort and the reconciliation of conflicting ideas are among the beneficial results of this voluntary approach. All of the 1,500-plus standards approved to date by the ASA represent a general agreement among maker, seller, and consumer groups concerning the best current practice with regard to the specific problem under study. The several ASA committees involved in developing and revising standards are composed of representatives from manufacturers, sellers,

consumers, technical organizations, and government agencies—in other words, active participation by all is imperative.

With these preliminary comments over, consideration of the present structure and methods of procedure of the Association is in order. It is felt that the interests of clarity will be served best by describing first the principal working unit, the sectional committee, then moving upward to the reviewing and administrative agencies; and, finally, downward to the subcommittees.

In the area we have selected as an example, Photography, the sectional committees are six in number: PH-1, Photographic Films, Plates, and Papers; PH-2, Photographic Sensitometry; PH-3, Photographic Apparatus; PH-4, Photographic Processing; PH-5, Photographic Reproduction of Documents; PH-22, Motion Pictures. As already noted, PH-5, Photographic Reproduction of Documents, is to serve as our typical example of this level of committee operation.

As first organized in 1953, PH-5 comprised representatives of 13 producers, 12 consumers, 3 general interests, and 8 individuals in liaison capacities. Here we see that the principle of balance is maintained so that, on the one hand, it be characteristic of all major groups but that, on the other, no one group is able to control the committee. If a given committee is not in balance, every attempt is made to achieve such a balance; if this is not practical, minority groups must agree to this state of imbalance. Unless an emergency condition arises, meetings are held approximately every six months. The actual work of this sectional committee shows a wide variety. Its official scope of activity covers the creation of standards for photographic materials, apparatus, and processes, and the use, storage, and preservation of documentary reproductions. The Committee screens all proposals for standards and assigns them to the proper subcommittee. It ballots on these proposals. Among the problems already discussed in the deliberations of PH-5 are archival versus service microfilm reels, filing methods, glossaries, microcopies and their bases, microfilm readers and the microfilming of newspapers, engineering drawing problems, sensitometry, storage, etc. Before the balloting, it is sometimes found advisable to distribute copies of the draft standard to all parties concerned; it may even appear in the trade journals. Some consideration must also be given to foreign standards and allied activities, as will be evident in a later part of this article.

On the higher levels, above the sectional committee just described, are found two administrative and reviewing units directly under the parent ASA and one such unit in the professional library field, the American Library Association. All three exert a certain amount of influence over our sectional committee, but in quite different ways. Let us examine the two ASA groups first.

Immediately above the sectional committee, we encounter the Photographic Standards Board. There are twelve other standards boards at the same level in other scientific fields. As in the case of the sectional committee, a proper balance is kept between representatives from producer,

consumer, and general interest groups. The PSB is responsible for the scope of activity, the personnel, sponsorship, and final approval of all sectional committee matters. It has no direct representative on the committee, however, and does not formulate standards. The Standards Board reviews the record of the development of the standard, the tabulation of the vote, the reasons for a negative vote, if any, the relation to standards previously approved, and any other information bearing on the establishment of a consensus of opinion.

Above the PSB sits the Standards Council, the top activating and approving agency of the Association. Its Board of Review not only examines standards recommended by the PSB, but also all other standards from all the varied fields of American industry and research as represented by the other twelve standards boards. The Committee on Procedure advises the Standards Council on all constitutional and procedural questions arising in connection with the ASA organization of national standards.

The direction of activity and authority in the ASA is not entirely from the top down, for the sectional committee can avail itself of the resources of a specialized ASA library and can find much assistance through the wide contacts and extensive influence of the parent body.

The third unit of authority to make itself felt in the activities of the PH-5 is of special interest to our present discussion; all sectional committees are usually assigned a sponsor on the basis of mutual agreement and interest. The American Library Association became the sponsor for PH-5 early in 1957; this sponsorship is the responsibility of the Copying Methods Section of the Resources and Technical Services Division of the ALA. The sponsor is responsible for the Committee's basic administration and its progressive activities; i.e., the initial organization of the Committee, that the work is carried out continuously and effectively, that necessary administrative services are provided, and that ASA is kept informed of general progress. Of special importance is the sponsor's duty to decide when a consensus of opinion has been reached in forming a standard. It is also the duty of a sponsor to provide the ASA with copies of calls for meetings, minutes, such copies of tentative drafts as may be necessary to keep the Association informed of the progress of the work, and a copy of the ballot form sent to sectional committees on approval of a proposed standard.

To contrast more exactly the different character of the two types of supervision exercised from above on the sectional committee, it can be said that the reviewing boards of the ASA, just described, act as a jury in reviewing the technical facts presented, while the professional sponsor, completely outside the ASA, acts as the driving power behind the committee as well as its catalyst. The active and energetic implementation of this sponsorship already carried out by the ALA has been much appreciated by the membership of PH-5.

Below each sectional committee, enough subcommittees are organized to treat adequately all specialized and technical problems which may arise. Frequently we find that some of the members of a subcommittee do not

belong to the sectional committee above them, but have been recruited because of their specialized technical knowledge of the subcommittee's requirements. There are four subcommittees of Sectional Committee PH-5: Micro-transparencies, Micro-opaques, Documents' Readable Without Optical Devices, and International Problems.

To summarize briefly: the main working unit is the sectional committee. Above this are three groups influencing this sectional committee, two from ASA, one from the professional library field. Below the sectional committee are enough specialized technical subcommittees to solve the problems presented.

That standards are not hastily conceived or adopted can best be understood by tracing the development of a standard from its inception to its adoption.

A group of companies, or a trade or professional organization, informs ASA that a national standard is desirable in a certain field. To obtain the views of all concerned, ASA invites all national organizations and groups, including government departments that are believed to have an interest in the subject to attend a general conference where a decision is made to go ahead or to reject by considering such factors as need, probable scope, the method to be used, availability of a suitable sponsor, and various other matters which may be proper to the special case under discussion.

An American Standard comes into existence through one of four basic methods which operate on the principle that there must be a consensus of all parties involved. The consensus principle is of prime importance in developing an ASA standard and deserves a passing comment. Consensus does not necessarily mean unanimous acceptance. Votes are weighed rather than counted when the ballots are collected. The serious objection of one large organization may outweigh all the affirmative votes. On the other hand, a number of negative votes from groups only distantly concerned with the matter at hand may be discounted in the face of a few affirmative votes of the parties vitally affected.

The four basic methods by which a new standard may be established are as follows: 1) Sectional Committee Method, 2) Existing Standards Method, 3) General Acceptance Method, 4) Proprietary Method (used only for revision of American Standards).

Since the *Sectional Committee Method* is that most commonly used, we shall outline the steps in its development with brief reference to the other three methods.

First, a draft proposal takes form in a sectional committee and is referred to the appropriate subcommittee for technical review, or it may originate in the subcommittee itself.

Second, the draft proposal in its corrected form is submitted to the sectional committee where approval or disapproval is formalized by written ballots. All negative votes must be accompanied by explanations. Further correction or compromise may be effected in the subcommittee.

Third, if and when the new standard is finally approved by the sectional committee, the draft proposal is recommended to the Photographic

Standards Board. This can be done even if one negative ballot has already been registered in the sectional committee, although this is unusual. Approval or disapproval now follows at this new level with the negative voter, if there is one, explaining his case.

Fourth, if the proposal has received the approval of the Photographic Standards Board, it is finally approved or disapproved by the Standards Council. This body, however, still will listen to the negative voter.

So much for the Sectional Committee Method. Following is a brief comment on the other three methods less frequently used.

Existing Standards Method: An existing standard of any organization may be submitted to the ASA for approval as an American Standard without going through any of the other recognized channels.

General Acceptance Method: This method is suitable for comparatively simple projects that do not require technical discussions. Standards are discussed and agreed upon only at a General Conference. No continuing committees are formed. Groups not represented at the conference, but substantially concerned with the scope and provisions of the standard proposed, can give their comments and votes in writing.

Proprietary Standards Method: This fourth method is usually reserved for revising an American Standard originally approved under the Existing Standards Method. An organization whose concern in a given standard is preemptive will revise the standard within its own facilities and without setting in motion other ASA machinery such as the Sectional Committee. ASA will review the revised standard for approval under the same rules with respect to "consensus" that apply to new standards.

Standards as adopted by ASA are of substantial advantage to manufacturer, seller, and consumer, and all are fully protected since no standard can be adopted without full consent of all the parties involved and by a careful and thorough procedure. Manufacturers especially who wish to be represented are represented so nothing can be unfairly imposed. After five years from the date of approval, a standard lapses in any case unless it is reaffirmed or in an active stage of further development.

Among other advantages, the observation of mutually accepted standards is actually cheaper in the long run. While there may be some temporary disadvantages, eventually the manufacturer will come to depend on definite standards and through them will know what to expect. Standards can serve as working patterns for technical laboratories and thus give proper direction to operations. The consumer also can anticipate much assistance in this area, for definite specifications would make possible, for example, the development of a reader for all sizes of opaque and transparent duplications. This might be expensive to create, but the resulting savings to the consumer would undoubtedly be reflected in larger purchases of other items with the money thus saved. Some may feel that the acceptance of standards means the stifling of invention and competition, but such a conclusion does not exhibit much faith in the genius of American industry which has been able usually to arrive at a desired result by several different routes.

In concluding these general statements on standards, it is well to recall that both manufacturers and consumers felt the need for standards long before they were created, that ASA standards, therefore, are the fulfillment of such a need, not the fashioning of an artificial and useless demand and that all parties involved had, and continue to have, full control over the elimination, modification, and continuation of such standards.

It should be a source of satisfaction that the professional library field has the close connection with the American Standards Association which the ALA's sponsorship of PH-5 involves. Some individual bonds between librarianship and PH-5 should also be noted. The chairman of PH-5 has represented ALA on the committee for some time, and continues to represent the Library of Congress and the American Documentation Institute. Mr. William R. Hawken of the Library Photographic Service of the University of California, is ALA's new committee representative, while Mr. Hubbard W. Ballou, Head of Photographic Services at Columbia, is ALA's new appointee as secretary of the committee, replacing Dr. Joseph H. Brewer, who will continue, however, to represent the Council of National Library Associations. Other committee members from the library field include Mr. Carroll C. Moreland, of the American Association of Law Libraries and the Special Libraries Association, and Mr. Joseph L. Andrews, also of the American Association of Law Libraries.

The indirect connection of the ALA with the International Organization for Standardization through PH-5 is worthy of note. The present chairman of PH-5 served as one of two representatives from the United States on Subcommittee 1, Documentary Reproduction, of the ISO Technical Committee 46, Documentation, at Paris in 1955. Later in the same year, he participated in the Stockholm meetings of the ISO Technical Committee 42, Photography. Again in 1957, he served as sole United States representative at the London meetings of ISO Technical Committee 46, Subcommittee 1, Documentary Reproduction, and as observer for ISO, Technical Committee 42, Photography. He was one of two representatives from the United States at the meetings of ISO Technical Committee 46, Subcommittee 1, Documentary Reproduction, held in Paris this year, and a member of the U. S. delegation to the meetings of ISO Technical Committee 42, Photography, held in Harrogate.

Another relationship with the American Standards Association and the professional library field is the sectional committee Z39, Standardization in the Field of Library Work and Documentation. Its scope is standards for concepts, definitions, terminology, letters and signs, practices, methods, supplies, and equipment used in the field of library practice. This committee was organized with the backing of the American Library Association, and for some years ALA served as its sponsor. In 1950, the Council of National Library Associations took over the sponsorship. The Committee, which is now chaired by Mr. Laurence A. Leavey, is responsible for the American Standard *Reference Data and Arrangement of Periodicals*, Z39.1-1943. At the present time, there are five subcommittees: 1) Abbreviations for Periodicals, 2) Indexing, 3) Bibliographical Refer-

ences, 4) Proof Corrections, and 5) Layout of Periodicals.* The chairmen of these subcommittees make up an international subcommittee that is responsible for developing the United States viewpoint on work being done by Technical Committee 46 on Documentation, of the International Organization for Standardization. This committee now has before it an ISO Draft Recommendation on Bibliographical References, and one on Presentation of Contributions to Periodicals. It has presented comments or has voted in the past on Transliteration of Cyrillic Characters, Abbreviations for Titles of Periodicals, and on the first part of a Recommendation of Bibliographical References. ISO Recommendations have already been approved and published on the following: Layout of Periodicals (R8); Abbreviations of Titles of Periodicals (R4); Transliteration of Cyrillic Characters (R9).

It is strongly believed by this writer that individuals in both fields, librarianship and standardization, have gained much from the mutual associations described above and that, in general, the humanities and industrial research stand to profit even further, in the future, from such cooperation, continued and expanded.

* For further information on Z39 see Ruth Mason's article, "What 'ASA' and 'Z39' Mean to Librarians," in *Special Libraries*, May-June, 1955; also the 1958 Report of the Z39 Subcommittee on Indexing, *Library Journal*, May, 1958.

The Continuing Program of Book Selection and Acquisition*

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THE substance of this paper is contained in the deceptively innocent word "program" found in the title. A selection program is the equivalent of an acquisition policy, and we are all familiar with our mutual lack of success in formulating meaningful policy statements in this field. Many of the acquisition policies which have been set to print resemble a brook of positives meandering through a meadow of exception. A review of these policy statements and attendant literature will reveal the dilemma created by the Scylla of specifically and the Charybdis of meaningless generality. There is no question that a formalized acquisition or selection policy is desirable, and most of us are disappointed when the application of social science methodology or other techniques fail to produce expected results. Why, then, can't we have a well defined policy?

Perhaps the answer lies in the fact that the specific objectives towards which selection is directed are too transitory to be defined, and the prac-

* Paper presented at the College Section meeting, Michigan Library Association, Detroit, October 25, 1957.

tice of selection lends itself more to the realm of an art than a science. Curricular emphasis changes, new programs and institutes spring up, and scholars who have bent the library to their rather narrow disciplines, migrate.

Despite the fact that few libraries have a written selection policy, all have basic rules which are followed. These rules may militate against the collection of older textbooks, marginal fiction, expensive rare books, subject material of no immediate interest, or journals written in languages which none of the faculty read. A number of conscious and subconscious value judgments go into operation with each title considered. The quality and validity of these judgments, of course, depend on the competence of the selector, his knowledge of the literature, and the probable use that will be made of the item being considered. As Michael Sadleir has said, "In nature the birds who get up earliest catch the most worms, but in book collecting the prizes fall to birds who know worms when they see them."

Assuming that you have a satisfactory selection policy, what is the next step? I should think that it would be to decide who is going to put the policy into affect—librarians, faculty, or both. In considering the practice of other libraries, you can find a wide spectrum of opinion on this point. In some libraries, book selection by librarians is considered to be presumptive, and the whole selection responsibility is delegated to the faculty. In others, the librarians do most of the work. I believe there is much to recommend cooperative efforts on the part of both faculty and librarians so long as their talents and interests are coordinated to complement each other. A library has no stronger friends than an informed and interested faculty, and one of the best ways to develop this relationship is to create the feeling that they are actively participating in building a collection of materials that will serve both themselves and the academic community. The library staff should be prepared to assist in the selection process by bridging voids created by lack of faculty interest and by selecting from areas which the faculty ignore. Areas such as foreign language publications, marginal subject and geographic fields, documents, new periodicals, and bibliographies are examples of types of materials which are sometimes not as strongly covered by faculty as they should be.

While encouraging faculty selection, a library must be realistic about the probability of cooperation. It must be remembered that selection is a time-consuming process, and faculty are busy people. It cannot be assumed that all faculty have equal abilities or interests in selecting books for the library, and I doubt if you ever heard of a professor who won promotion on the basis of building the best possible library collection in his field. In faculty-library cooperation, there is only one situation that is intolerable; it is *abdication*, rather than the *delegation* of selection responsibility to the faculty. I can think of no higher responsibility of a library than to build the best possible collections with the resources available. Without this, and even in the presence of the most service-minded and well-organized staff, the library stands a failure.

The assignment or allocation of book funds to the teaching departments should be a quantitative extension of the selection policy. You are saying, in effect, that department "X" is to receive more allocation than department "Y" because it has more students, carries more graduate work, works in a discipline where more books and journals are published, these materials are relatively more expensive, and the characteristics of the literature indicate that the materials enjoy greater retrospective use. Too often book funds are thinly spread over the academic landscape in a futile attempt to avoid offending anyone. The library frequently suffers because it does not have the courage or foresight to reserve a large enough share to meet its own selection responsibilities.

Following policy and administrative problems comes the practicalities of selection and acquisition. What bibliographic tools should be used, and how should the books be acquired? This field is much too broad to be covered here. The most that can be done is to cite representative problems and suggest bibliographies and techniques that illustrate the point. These should not be taken to be necessarily the only or best method of proceeding; they are simply given as examples.

Everyone in library work realizes that certain monthly or weekly sources list recently-published books. *Publisher's Weekly*, *Saturday Review*, *Library Journal*, and the *New York Herald-Tribune* book review section, all contain new titles and can serve as basic selection tools. It is important on the primary selection level to organize the routing of these lists and assign selection responsibilities to the staff. This will assure a coordinated program with a minimum of duplicate effort.

It is obvious that the quality of selection will depend upon the abilities of those to whom the job is delegated. Even among well-qualified acquisitions people, judgment varies considerably. This point was demonstrated when a group of skilled librarians were asked to check the same issue of *Schweizer Buch* in an effort to determine whether the Farmington Plan agent for Switzerland was sending the best selection of Swiss imprints. The correlation of titles chosen by this group was surprisingly low. One factor among many that might account for this result is that those selecting were conditioned to choose for their particular library, and institutional emphasis may have been responsible for the diversity of titles chosen.

Current foreign books are often listed in the same type of bibliographical apparatus as we have in the United States. This is particularly true of England. *British Book News*, *Deutsche Bibliographie*, *das Deutsche Buch*, *Livres du Mois*, and *Libri Nuovi Italiani* are representative of a type of publication which lists a select number of current titles. *Books Abroad* is a good general source for the selection of foreign books. If it is necessary to select in greater depth than the general type of lists permits, the national bibliographies constitute a good general source. This is especially true if the national bibliography has a subject or classified arrangement. Helen Conover's *Current National Bibliographies* and the analytical tables in Malcles' *Bibliographical Services Throughout the*

World, 1st and 2nd Annual Reports (UNESCO, 1955), are handy guides to these publications. Professional journals usually contain the reviews of books published concerning their specialties. The problem of using journals as a selection source is that they list titles which have been published from six months to two years previously.

There are several geographic areas in the world which present selection problems because of the inadequacy of bibliographical coverage. The Middle East is one of these. Luzac's *Oriental List*, such professional journals as *Middle East Journal*, and the subject entries in the national bibliographies are helpful. Current bibliographic coverage of Latin America has been improving, but is still unsatisfactory. The *Handbook of Latin American Studies* is the most satisfactory list come to my attention, although we must accept the fact that the titles are a year or two old before they are listed. Accession lists from libraries which specialize in these bibliographically difficult areas can be useful. One example of this type is issued by the Pan American Union in Washington. Book dealers also issue specialized lists. Luzac has already been mentioned; another is the *Bibliographia Hibernica* published by Hodges and Figgis in Dublin. The efforts of the Library of Congress in listing their acquisitions of Slavic and Southern Asian materials is well known. The Library of Congress *Subject Catalog* will also be found to be useful for depth of selection on a specialized subject or geographical area. As several categories of library materials are often excluded from general lists because of format, it is necessary to use supplemental sources to cover documents, bibliographies, periodicals, maps, music, microtext, recordings, etc. The increasing activity of government in science and the social sciences makes the inclusion of documents in the most modest selection program a necessity. For most collections, selection from the *Monthly Catalog of U. S. Government Publications* and the H.M.S.O. *Government Publications Consolidated List* will be sufficient. French documents are listed in a separate section of the *Bibliographie de la France*, and select documents appear in *Biblio*. Again, Conover's guide will cite the national sources which contain documents.

I feel that a special word should be said concerning bibliographies. The larger library should have them as ancillary keys to their collections, and the smaller libraries should have them to indicate what is available on a given subject. For this reason, the terminal limitations of the selection policy should extend farther in the area of bibliography than may be possible for subject literature. Faculty selection cannot be relied upon; many bibliographies, reference works, and indexes do not come to their attention in the selection sources which they use. This is one area in which the library must take primary responsibility. The "Bibliographische Beihefte" to the *Zentralblatt für Bibliothekswesen* is a very comprehensive source for the selection of bibliographies. Various national annual lists of bibliographies may also be consulted. Among these you might want to examine those published in Germany, Italy, and Japan. Sources listing selected bibliographies and reference titles are illustrated by *College and Research Libraries* and the *Stechert-Hafner Book News*.

The selection of periodicals is one of the most critical items in developing a library collection. This is especially true if funds are limited. A periodical subscription should not be thought of in terms of the annual subscription cost. You must also consider the binding, processing, and shelving costs for each year that the subscription continues. Since it is very difficult to appraise the quality of a new periodical, it is desirable to obtain a sample issue before making a decision. Soliciting for samples can be reasonably successful with expected returns ranging from 50 to 70 per cent, according to the type of periodical requested. With the periodical in hand, you are able to determine whether or not it meets your expectations and will be a valuable supplement to your collection. As an example, before the Michigan State University Library was willing to subscribe to the *Index of Technical Articles*, recently started in England, a sample was acquired, and a quick check was made to determine how much duplication there was between titles covered in this index and the *Engineering Index*. We found a sufficient number of unique titles to justify the subscription price of \$20.00 per year, binding charges of approximately \$8.00 per year and undetermined fixed charges for checking it in, cataloging it, processing the invoice, routing, shelving, and servicing it.

Selection aids for periodicals are generally objective or subjective. The subjective list depends upon the opinion of one person or persons, such as the Lyle list of periodicals for colleges, Ulrich, and the ACRL Pure and Applied Science Section, *Recommended list of Engineering Periodicals*. The objective lists are usually based on reference counting techniques exemplified by the recent Brown list of *Scientific Serials. New Serial Titles—Classed Subject Arrangement* issued by the Library of Congress is one of the most comprehensive current selection sources available. Several of the national bibliographies list new periodicals either with the monographs, or in a special section. A more limited number of titles can be found in Ulrich and by checking the titles listed in the periodical indexing and abstracting services. Before leaving periodicals, it should be said that the selection responsibility does not cease with acquiring the titles. The Wilson services are well known, and Conover notes the current periodical indexes which exist in the several countries of the world. The *Index Bibliographicus* is helpful in rounding out your collection of indexes and abstracts. Special subject lists appear from time to time in the professional literature, such as "Abstracting and Indexing Services in Electronics and Related Electrical Fields," *American Documentation*, 8: 5-21 (January, 1957) and "Documentation Services in the Field of Social Sciences," *A Selected Inventory of Periodical Publications Part II*, UNESCO, 1951.

The character of the college library collection is usually determined by the quality of the book collection, supplemented by periodicals. The character of the university library is largely dependent upon the quality of the definitive sets and retrospective files of scholarly journals. Because of the critical importance of sets and journals to the research library, the

selection of these materials should be directed by the library. This responsibility does not preclude faculty advise and counsel, but the library must be in a position to control acquisitions. The cost of a set or serial run can often be too expensive to be charged against departmental allocations. Speed of acquisition is most essential as most of these titles are out of print, and competition with other libraries is keen. A relatively greater bibliographic skill is required in this area due to the complexities of the bibliographical structure of these titles, and a sound knowledge of the book market is essential to determine whether the price is reasonable, whether complete sets are available, or whether sets have to be built. You must frequently choose between several tempting offers all of which fit your acquisition needs. For these reasons, the library must be able to exercise bibliographic judgment and act directly in purchasing.

It is not possible to give adequate attention to the problems of acquisitions of library materials from dealers in this paper. Perhaps the most significant thing that can be said for dealers is that, being human, they are subject to change. Performance, service, accuracy in invoicing, and quality of stock, all depend upon the individual competence of the local staff and the person supervising the operation. For this reason, it is possible for a large jobber to render good service to one library while service to another may be miserable, the difference being explained by the fact that each of the accounts is supervised by a different person. The economic fortunes of a dealer may decline, having a perceptible effect on the quality of his stock and his ability to do an adequate searching job for out-of-print titles.

"Eternal vigilance" is the only answer to the problem of dealer performance. The library should establish criteria by which dealers are to be judged, and these criteria should be applied on a continuing basis. Too often the percentage of discount is the paramount consideration in choosing a dealer or jobber. It is obvious that there are numerous factors that must be evaluated before you can accurately say that one dealer is superior to another. Delivery time, filling orders rather than simply reporting "out of stock," accurate and intelligible invoicing, answering letters and claims, and following instructions are all overhead items that can place a serious drain on your personnel resources and may outweigh the marginal discount advantage that you might receive. Too often these problems are suffered by the clerical staff and do not come to the attention of the Acquisition Librarian. Routines should be established so that the department head will be sufficiently appraised of dealer performance, and placement of orders can be made on an intelligent basis.

Searching for out-of-print material is another troublesome area that involves a thorough knowledge of dealers in the book market. Most dealers have broad subject specialties, and by exercising a moderate degree of control, it is possible to determine which do the best job. In fairness, the library should not broadcast its out-of-print wants for searching without notifying each of the dealers of the fact. One way to proceed is to advertise your wants in the *Antiquarian Bookman* or a similar journal.

A tabulation of the returns will serve as a rough guide to which dealers are the most active at the time. Another technique is to send mimeographed lists to a group of dealers, asking that they report on items in stock. The titles which are not procured by these methods may then be placed with individual dealers on an exclusive basis for a certain period of time. At the end of that time, the remaining titles may be sent to another dealer on a similar arrangement. If you have come to know and trust a dealer, it may be feasible to allow him to send any items which cost less than a certain amount. This is an inducement to the dealer in that he knows that there is no chance of your refusing an offer and cuts down the paper work of offer, acceptance, and order.

In certain foreign countries, it is often difficult to find a dealer who will actively search the out-of-print market for your wants. Many will simply report on what is in stock at the time that your list is received. Should a library find a dealer who will really get out and comb the market for out-of-print titles, I believe that, where possible, he should be rewarded and encouraged by receiving orders for in-print material. This rapport can result in extra services such as procuring pamphlet material or providing bibliographical information that may be difficult or impossible to obtain in your own library.

The Selection and Acquisition of Rare Books and Related Materials at Columbia University*

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FIRST of all, perhaps a brief description of the Division of Special Collections at Columbia University will be useful, for what is done there in the acquiring of rare library materials is necessarily and properly a reflection of the purposes and opportunities that brought about the establishment of that Division.

The Division of Special Collections is the section which undertakes to serve, preserve, and develop our resources in rare books, manuscripts, and other non-circulating materials. The collections comprise in the main (but by no means invariably) items related to the humanities and social sciences; this field is in the process of being broadened to include the physical sciences and certain other areas, but it must be borne in mind that the divisional libraries devoted to Law, Medicine, and Architecture

* Paper presented at the November 15, 1957, meeting of the New York Regional Catalog Group.

have their own rare book sections. The Special Collections department does not serve any single academic division, but provides resources for literary and historical research to the entire university community.

This Division contains nearly 200,000 volumes; it is therefore among the largest units of the Columbia Libraries. In addition to book materials (including medieval, renaissance and later book manuscripts) it contains about 250 files of correspondence and "papers," as well as collections of historical maps, broadsides, prints, and various uncataloged ephemera such as posters, brochures, and the like, of which no piece-by-piece count has ever been undertaken.

The materials housed in Special Collections are there primarily because of their rarity, value, or importance as editions or particular copies; because of specific restrictions forming part of the terms of acquisition; because of some abnormality of physical form or condition which makes them unsuited for usual housing. In a very few instances they represent subject areas that have been assigned to the Department, but these are being eliminated wherever possible, because subject collections necessarily contain both rare and non-rare items, with attendant complications and inequities in reader access as well as in administration.

This extensive and diversified corpus of material has been accumulated in several ways: by transfer from other parts of the Libraries; by special creation; by gift and bequest; and, of course, by purchase.

1. *By transfer from other parts of the Libraries.*

Any library the size, age, and purpose of ours is bound to include a substantial proportion of rarities. These may not in every instance have been rare when they were acquired, but the effects of time and the activities of collectors have made them so. Up to about a generation ago such books were not differentiated from others in the Columbia system—they have come through the years in, for the most part, fairly good condition mainly because reader use of them has been nominal. More recently, however, as the use factor has increased, the practice of "liberating" obvious rarities from the general collections has become accepted; the result is a rare-book collection of some 50,000 volumes; and doubtless as many more remain to be transferred from the central stacks.

In addition, certain of the departmental libraries have decided to go out of the rare-book business, and have placed the responsibility of administering their treasures with us. This comes about mainly because of the fact that historical research is not a paramount concern of the departments, and that the provision of access under surveillance complicates and interferes with the more immediate problems of mass use which the departmental libraries must meet. Accordingly, nearly all early works formerly in the physical sciences libraries have been transferred to Special Collections, and recently the Business Library placed in our keeping its Montgomery Collection on the History of Accountancy. The Medical Library is in the process of placing in our care its extensive collection on the history of medicine; this is a deposit, however, not a transfer. Nor is

it by any means our *only* deposit collection; we administer several such, not only from other divisions of Columbia, but from private individuals and organizations as well, totalling about 10,000 volumes plus substantial files of "papers."

2. *By special creation.*

Columbia, like most universities, actually *creates* rare library materials. For one thing, Masters' Essays and Doctoral Dissertations come to us in typewritten form, and these must be administered just as though they were manuscripts—which in a sense, they are. They now number more than 6,000 volumes. And not too long ago we fell heir to the responsibility for housing and administering the official library correspondence representing the period before the year 1926. Moreover, our Oral History Research Office creates unpublished autobiographies by tape-recording the reminiscences of individuals who have been active in legal, political, industrial, cultural, or scientific fields (such as, for example, the late Justice Robert Jackson, Justice Felix Frankfurter, John W. Davis, Reinhold Niebuhr, Robert L. Duffus, Walter Lippman, Guy Stanton Ford, Frank Abrams, and Dr. Haven Emerson). These oral memoirs are then edited, amplified, and transcribed to typewritten pages, and in this form are forwarded to Special Collections. As of now the file consists of several hundred completed biographies, with many more in process. Sometimes they are accompanied by supporting files of the subjects' personal papers, either in the originals or on microfilm; sometimes, too, for various reasons, reader access to them is restricted or forbidden outright by the donors for specified periods.

3. *By gift and bequest.*

One of the most interesting duties of the Head of Special Collections at Columbia has to do with donor relations. These result in acquisitions that often make newspaper headlines, and in any case they are numerous enough so that even the most selective and undetailed descriptions require five or six printed pages three times a year. The efforts expended to build up strong donor relations have a cumulative and long-range effect, and, if successful, make possible the development of collections along lines that would be wholly unthinkable if purchase with University funds were the only method of acquisition. "Building on existing strength" (a phrase one meets altogether too often in discussions of library acquisitions policies) can be a grinding policy that, however wise and necessary where official funds are concerned, has a stultifying rigidity that can only be counteracted by the generosities and benefactions of donors.

For example, Columbia might never have gotten around to developing a definitive collection of the early editions of Greek and Roman classical writings, if the Gonzalez Lodge bequest had not been made. We would, of course, have tried to obtain *reasonably adequate coverage* in that field, but the attempt at completeness, which is now the objective,

would have been not only unlikely, but actually ill-advised. The same is true of the Plimpton Collection, which has given us such outstanding strength in the area of the implements of education, from medieval times to the 19th century; and of the Smith Collection on the history of mathematics. Columbia has been the recipient of many such benefactions which have supplied unique coverage in all sorts of special areas, where development would otherwise have been most improbable. This kind of donor interest has gained impetus in recent years because we have vigorously encouraged it. It tends to take the form of collections of "papers" nowadays, such as the Herman Wouk manuscripts, the Madame Curie letters, the Otto Rank/Freud papers, the Harrison Papers on the Federal Reserve System, the John Erskine papers—all recent gifts of headline calibre. But book gifts are also on the rise; recent presentations have given us extraordinary strength in subjects we would have been most unlikely to have stressed on our own initiative, including such highly specialized fields as the American Institute of Graphic Arts depository file of the "Fifty Books of the Year" from 1923 to date; a full run of the books issued by the Limited Editions Club from 1929 to date; a virtually complete collection of the published illustrative work of Arthur Rackham. In all, the Division of Special Collections has more than a score of gift collections built around particular subjects and numbering close to 75,000 volumes. They represent a kind of research potential that never could have been achieved if our acquisitions policies had been limited to "building on strength."

4. *By purchase.*

Despite the unquestioned importance of gifts and bequests to a library's fuller development, the fact remains that the bones and sinews of most acquisitions programs are the book funds, and this is as true at Columbia as it is anywhere else. Indeed, our total expenditures for books and related materials, as revealed in the latest available records, are exceeded in only four other university libraries among those reporting. (*C&RL*, Jan. 1957). As Head of Special Collections I account for a goodly portion of that book bill, using not only income of the Corporation but also the increment from certain endowed gift funds. I hasten to add that my purchasing policies vary substantially, depending upon which of those two sources supplies the particular funds to be expended.

Purchases of rare books and manuscripts with funds stemming from income of the Corporation are purposely restricted. My principal general fund has, in fact, been considerably reduced during the past decade with at least my consent if not my heartiest approval. This has come about not only in deference to the more immediate and urgent need to devote as much as possible of the Libraries' total book budget to maintaining non-rare coverage in a wide subject range, resulting from the postwar increase in number of students; it also reflects a direct policy against the use of unrestricted funds for items of high monetary value. Accordingly, my general fund is used for the purchase of only moderately expensive

materials, sometimes in response to requests by graduate students or members of the academic staff for items needed in specific research projects, but also to augment holdings in areas for which no endowed or special funds are available.

On the other hand, certain gift funds (some of which are fairly substantial) are available to Special Collections for the sole purpose of developing unusual strength in stipulated fields. The practices under which such funds are expended conform to the understood intent of the donor, whether stated or not. Where gift funds accompany gift collections, the funds are used to develop those collections along the established lines. Even so, in the cases of very costly items, the policy is usually maintained of trying to add to the total research strength of the New York area rather than to duplicate rarities already available in nearby institutions.

The Gonzalez Lodge fund, for example, provides for the acquisition of early and fine editions of Greek and Roman classics, including manuscripts; it has been used in part to acquire a number of relatively expensive fifteenth-century imprints which could not have been given consideration otherwise, and which are not available elsewhere in the New York area insofar as the records show. The David Eugene Smith fund makes possible the purchase of early works on mathematics; not only have many scarce printed texts been acquired by means of it, but a number of medieval and renaissance manuscripts as well. Similarly, the Epstean fund provides for the further development of the Epstean Collection on the History of Photography, and because this collection has reached a high degree of completeness, we have difficulty in acquiring anything new that is not "rare" or "valuable." Substantial purchases of manuscripts and costly printed books of American interest have been made by means of the Bancroft Endowment; but it must be emphasized that in this connection our considered policy is *not* toward the building up of a library of individual "high spots," but instead toward forming an integrated research collection in the broad area of American cultural, sociological, and political history, *whether or not the materials added happen to be expensive*. Books and manuscripts are purchased on this fund not because they are collectors' items, but because they fit into the larger pattern. Nevertheless, the fact that the Bancroft Endowment was *established in perpetuity* has made possible the purchase of many materials that, by reason of their cost alone, could not have been considered under a short-range program. The benefits that have already been derived from the use of the Bancroft fund will be useful to scholarship for a long, long time. The Stephen Crane papers, the Hart Crane papers, the Otis-Gay correspondence, the Gouverneur Morris papers—these will furnish some idea of the kind of research strength that is being built by means of the Bancroft Endowment; they are collections which we could not possibly have purchased out of regular book funds. More recently a new kind of use for Bancroft money has been found, for it enabled Columbia to participate substantially in its own project of finding the funds to purchase the notable John Jay Papers. The fact that we could

provide some of the needed money out of our own resources gave impetus to donor contributions; and this was a sort of well-priming technique which may prove to be very useful to us in the future.

But by no means all of our outstanding special collections have come through donor gifts and endowments. We have on several past occasions found it advisable to find unbudgeted money—capital funds, if you will—to assist in the purchase of costly *en bloc* units of library materials when unique opportunities arose. The acquisition of the Seligman collection on the history of economics is a case in point (although outside contributions were a large factor); the Typographic Library of the American Type Founders' Company was another purchase that required capital assistance. These two collections alone total between 45,000 and 50,000 volumes; they comprise extraordinary research materials, the purchase of which required large sums in a hurry. Few people, I think, appreciating the rich content of the collections, would criticize Columbia for thus temporarily abandoning her policy of building on existing strength in order to acquire unusual coverage in two rather esoteric areas.

Now that we have seen something of how our *approach* to rare book acquisition works, perhaps we should take at least a brief look at the practical side. Just how, for example, does one go about persuading donors to *present* their books or their substance? And what is the technique involved in the *purchase* of rare materials.

Both questions, in the last analysis, resolve themselves into a matter of public relations. If there is an effective way of obtaining donations just by asking for them, I'd certainly like to know about it—and so, I am sure, would most organized charities. I think that the best way to a donor's heart is to foster the conviction that his help will serve a demonstrable purpose, and that it will be deeply and sincerely appreciated, not only by those of us who happen to be around at the time, but by those who will come in the future. We have tried to show not only that we *need* rare materials, but that we need them for a solid, lasting, useful purpose. That approach has had remarkable success over the past half-dozen years, as a glance at the record of recent gifts to the Columbia Libraries shows.

Nevertheless, such a policy needs to be closely watched, for obviously some gifts that are offered are beyond the stated limits of our interests and would have much greater value in some other repository. But in reality such decisions are not difficult to make, and my experience has been that donors respect an honest refusal if the reasons for it are made clear, and they are glad to be guided to the place where their proposed gifts will make the most sense.

Some gifts, of course, come with built-in conditions and restrictions; these can become quite burdensome as library needs, purposes, and policies change to meet changing conditions. We have our share of collections that have been accepted on unalterable and overly-complicated terms. Most of the really difficult ones are of older origin, and fortunately not too many individual books are involved. Current practice is to dis-

courage "strings" whenever possible, and, when not, to accept them only on a period basis—that is, we attempt to establish in the article of gift the date when and the conditions under which the restrictions can be lifted or modified. When we agree to unchangeable restrictions, we do so in the full knowledge that our successors must live with them. (We could wish that some of our predecessors had been as thoughtful.) It goes without saying that in the case of purchases, the seller's wishes for burdensome restrictions are not acceded to, unless compensatory concessions have been made.

But many older collections are inviolate, due to the terms on which the University accepted them. This means that the books in such collections, whether they deserve it or not, must be given special and costly treatment. An unfortunate result is that far too many working texts are in Special Collections where they cannot be freely used. In instances where such books are the only Columbia copies, readers are subject to restrictions which are hard to defend and which therefore jeopardize the whole principle of consultation under surveillance—which is the basic concept behind rare book segregation and control. When these dangers are explained adequately to prospective donors, there is seldom any real difficulty.

When it comes to the matter of *purchasing* rare books and related materials, there is of course a wide range of obvious sources: the private owner who for one reason or another wishes to realize on his possessions; dealers' catalogs and special listings; the "books wanted" columns in trade lists; the dealer who brings a satchelful of books to the librarian's office for consideration; the dealer who never issues a list but whose dusty stock is irresistible bait to bookhunters who prefer to bypass all this nonsense of catalogs and dealer visitations; and, finally, the auction room. We lack the time to discuss these sources in the detail they deserve; each librarian has his favorite, the one that works best for him. In my own case it's the person—private owner or dealer—who brings his books to my office for me to inspect. I am especially fond of the dealer who has not only familiarized himself with the nature and purpose of the funds which I administer and therefore has a good working notion of the kinds of books I *can* buy, but who has also taken the trouble to do a little preliminary searching so as to eliminate insofar as possible those books that are already in our collections. Indeed, such sources have enabled me to purchase some of Columbia's most notable recent acquisitions.

Aficionados of the book stalls and auction rooms, however, will scarcely be satisfied with such lazyman substitutes for bookhunting. Perhaps they are right. Certainly the serious and assiduous hunter of the book stalls is *bound* to turn up occasional bargains. These may represent very substantial savings, and it goes without saying that the operation is about the only way left of finding "sleepers"—certainly, if that is what is wanted, the auction room and dealers' catalogs are no longer very fertile territory. But our librarian bookhunter, it seems to me, if he is fair to the institution that pays his salary, must average out his savings to be

sure that the costs of his time do not outweigh the advantages of the bargains he has found. I take it as altogether likely that, although to every bookhunter must one day come his *Tamerlane*, when it comes it may have been paid for many times over by the hours he has spent fruitlessly indulging himself in his favorite pastime. In the work of acquiring rare books and related materials for the Columbia Libraries, I am confident that in the long run I serve better if I let the professionals serve me. They not only do a better job of bookhunting than I could do, but they leave me with a little time with which—presumably—I can get on with some of the other tasks that are a part of administering a major division of a university library.

FLIP: Film Library Instantaneous Presentation

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THE Benson-Lehner Corporation, of Los Angeles, has developed and built an automatic microfilm searching machine which will be of some interest to librarians. This machine is nick-named the FLIP for Film Library Instantaneous Presentation. Although it is basically similar to the Shaw Rapid Selector, it is a different machine designed to serve a somewhat different purpose.

Briefly, this viewer is designed to locate quickly any desired frame in a 1,200 foot reel (72,000 frames) of 16 mm., double perforated, microfilm, and to project this frame on the built-in viewing screen.

In reading the more detailed description which follows it must be borne in mind that the present machine was designed to solve one particular problem. It should therefore be regarded as only a foundation for future development in any desired direction.

The actual genesis of the machine is interesting. A research organization had microfilmed thousands of graphed records on 16 mm. microfilm, and had included in each frame a binary-coded serial number which identified it. This binary coded number was in the form of black bars on a clear background. In this particular case the coded serial number occupied about one-third of each frame, but this could be compressed into a smaller space and still be within machine reading ability. Also, the serial numbers increased from one end of the film to the other, although there were in some cases large gaps in the sequence. After making the film, its originator then ordered a high-speed, automatic machine to locate any desired frame. FLIP was the result of this order, and its present characteristics were determined by the nature of the film it was designed to read. There is no implication that this particular type of coding, film size, or

other characteristics, are best for library or any other possible application. Although modifications in the present machine would be required to fit it to another code or search pattern, these would not appear to be difficult of accomplishment.

In operation, the microfilm is threaded from the supply reel to a take-up reel, passing through the light path of the optical system which projects the coded area onto photo-sensitive cells for machine identification, and the direct reading area onto the viewing screen. The operator then punches into the keyboard (which looks much like that of an ordinary adding machine) the serial number desired, and strikes the SEARCH bar. Upon the command to search, the machine chooses the correct direction for search (it knows that the numbers increase in one direction, decrease in the other), and upon recognizing the required frame, over-shoots a few frames, stops, reverses to the correct frame to project on the screen. The frame is positioned before the optical system with an accuracy of $\pm 10\%$ of the length of the frame (0.2 inch). At the same time the machine displays on an illuminated bank indicator the digital frame identification, allowing the operator to verify and compare with his directions. If the number requested is not on the reel, the machine will select and project the closest available number.

The present film scanning speed is approximately sixty inches (300 frames) per second. An entire 1200 foot reel can thus be scanned in about three minutes and forty-five seconds. A new model is under development which is anticipated to have approximately twice this scanning speed (i.e., 600 frames per second).

The present machine, which operates on 115 volts of 50-60 cycle current, and draws 15 amperes, is 56 inches deep, $53\frac{1}{2}$ inches high, $31\frac{1}{2}$ inches deep, and weighs approximately 650 pounds.

Although the present machine is designed for 16 mm. film, it can be redesigned for 35 mm. or 70 mm. film. Because of the larger mass and inertias involved, some loss of operating speed might be required. Longer film lengths, requiring larger reels, are also feasible, but there are liabilities of both larger bulk and increased searching time inherent in long, sequential files. One method of increasing storage capacity without loss of searching time would be to use multiple reels on a common spindle, and move the reels in relation to the reading or projection head. Since film threading time is also an appreciable factor, development of automatic threading from shorter lengths of film in magazines is a possibility to be considered. (Automatic threading from longer lengths is very difficult if high searching speed is important, because the inertias involved require large, free, film loops to avoid undue strain on the film.) High speed automatic threading might make feasible for some applications the manual selection of the proper reel from a very large stock.

The present machine is designed to work with the eight descriptors provided on the original problem film. Increase to fifteen descriptors within the presently allocated film area is feasible with increase of the number of photocells and modification of the optical path. A larger num-

ber of descriptors would probably require greater film area as well as further machine modification.

Although the present machine has no provision for making direct reading copies of the selected microfilm frame, one of the existing "fast copy" methods can probably be matched to it. The developers feel that it is probably preferable to make the copy from a motionless frame, rather than from the moving film. Although the latter can be done, its accomplishment is appreciably more complex. But it is felt that the main disadvantage of such a system is that in many cases copies of only a small percentage of the selected frames would be wanted if the operator had an opportunity to scan the projected image.

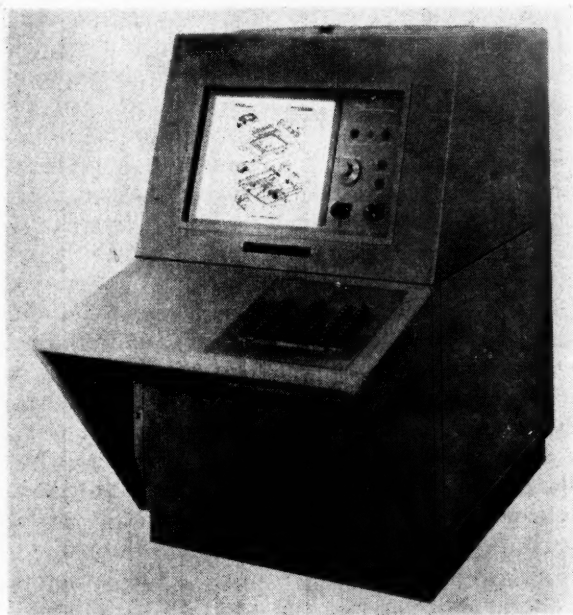
It is obvious from the origin and capabilities of the present FLIP that it is not intended to provide the basis of a generalized information recovery system for library uses. Whether it can be made to serve any library use at all will depend upon the ingenuity of librarians, as well as on its relative cost in any given situation.

One of the disadvantages sometimes cited against microfilm, as compared with the original, is the relative difficulty of consulting quickly a particular section of the film. For example, this is alleged against the use of an index to a work; against the location of a particular issue of a newspaper, or article in a journal; and against the location of a particular book in a reel containing many different books. The present system provides a ready answer to this objection since pages, dates, or both, could be readily coded onto the microfilm and located quickly, and automatically, by the machine. Alphabetic coding to locate a given page in a reference work, such as the Library of Congress printed catalog, is also feasible. It is not inconceivable that the basic locating apparatus of FLIP might be added to a Copy-Flo machine for the quick location and reproduction of particular sections of a long film.

In any case, it would appear that the present state of machine technology is now far enough advanced to be able to solve almost any problem put to it. The burden lies on librarians to state their problems in machine terms. This requires an imaginative re-examination of what libraries are now doing to provide access to their materials, and a questioning of the adequacy and logic of traditional methods in view of machine capabilities and user demands. Most of the effort in this field, so far, seems to have been expended by people other than librarians. That at least some of this effort has been unproductive lies more in the naivete of such persons with respect to library tools and materials than to any other cause. Close cooperation between librarians and these others might well result in more real progress. But librarians must take the first steps toward such a meeting, since at least one implication of this work by others is that librarians are so attached to their present procedures that they are unwilling to try new approaches to what are at least thought of as new problems. If librarians do not join forces with technologists, they are likely to find themselves either superseded, or what is much worse, burdened with machines and techniques less able to cope with the real problems of access to li-

brary materials than they would be if the librarian's very great knowledge of this field had been used in their development.

Suggestions relating to library applications of FLIP would be welcomed by the Benson-Lehner Corporation, and should be addressed to it at 11930 West Olympic Boulevard, Los Angeles 64, California, attention of D. B. Prell, Vice-president of Applications Engineering. He is also willing to provide additional information about the present machine, or possible modifications of it, if this is desired.



The Red and the Green

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REVISION of rules for entry has been a major preoccupation for some time. Our attitude towards revision of rules for description, however, bears a striking resemblance to the regular run of Mister Roberts' ship, "from Tedium to Apathy and back." Official pronouncements seem to reflect the feeling of the profession. The Chairman of the Code Revision Committee, for example, has stated that the new code will include rules

for description "which will probably agree closely with the rules issued by the Library of Congress in 1947."¹

Experience testifies that these rules are fairly satisfactory for trade books. On the other hand, a rather good case can be made for saying that they are not satisfactory for what have been called "booklike materials": nearprint, technical report literature, government documents, corporate publications, and so on. But, while noting that "special sections [in the new code] will be given to materials other than printed books, such as books in raised characters, microreproductions, films,"² etc., the Chairman of the Committee nowhere indicates that a special section for booklike materials has been considered. Nor is there any other manifestation of a felt need for broadening the base of the rules of description to take into account the differences between trade books and their corporately-authored siblings, even though the latter are the primary source of the so-called crisis in cataloging today. Examination of a specific case might illumine this state of affairs. Let us look, for instance, at the very work we are discussing, the *Rules for Descriptive Cataloging in the Library of Congress* (referred to as the RDC hereafter). On the title page we find in the imprint position the following: The Library of Congress/ Descriptive Cataloging Division/ Washington 1949. Yet a recent citation of this work by a former head of the Descriptive Cataloging Division, reads as follows: U. S. Library of Congress. *Rules for Descriptive Cataloging in the Library of Congress* (Washington: Government Printing Office, 1949).³ There is indeed a GPO imprint on the last page of the book's text, as well as a statement on the title page verso that the work is for sale by the Superintendent of Documents. Furthermore, the LC card printed at first publication of the book uses the name of the GPO, in brackets, as the publishers.⁴

The LC card was revised and reprinted when the 1949-51 *Supplement* was added as a dash entry.⁵ In both this and the earlier version of the printed card the main entry was the same: "U. S. Library of Congress. Descriptive Cataloging Division." The second version, however, omits publisher, apparently on the grounds that the publisher was not the GPO. The publisher of the RDC, it must have been reasoned, was the Descriptive Cataloging Division. This, then, could be left out of the imprint on the basis of rule 3:12C, which provides that the publisher statement is omitted when it duplicates a corporate author heading.

I intend no disrespect for either the individual or the institution men-

1. Wright, Wyllis E. "A Report of Progress on Catalog Code Revision in the United States," *Library Quarterly*, 26:336. October 1956.

2. *Ibid.*

3. Angell, Richard S. "The Need for a New United States Code," *Library Quarterly*, 26:326. October 1956.

4. U. S. Library of Congress. *Author Catalog; a Cumulative List of Works Represented by Library of Congress Printed Cards, 1948-1952*. Ann Arbor, Mich., J. W. Edwards, 1953. 26:543.

5. U. S. Library of Congress. *Library of Congress Catalog: A Cumulative List of Works Represented by Library of Congress Printed Cards. Books: Authors, 1953*. Washington, Library of Congress, 1954. 3:2418.

tioned in noting this case. In fact, the same article by Mr. Angell which contains the citation in question has provided much of the stimulus for this essay, as will be obvious to the readers of both. Furthermore, I am not unaware of the differences between a footnote reference and a catalog card. It may even be that the rules for citation in that particular periodical determined the use of the GPO as publisher in the footnote.

Nor do I hold this truth to be self evident: that different catalogers working with the same rules must produce identical entries or the rules are unsound. I do believe, however, that the disparities listed indicate genuine confusion as to the identity of the publisher of the RDC. It may be said that this is simply a question of fact, though it seems improbable that LC did not discover that it had published the RDC until several years later.

It is my belief that another answer lies closer to the truth, and to the root of our troubles with the rules: The very concept of a publisher is invalid in this case.

Does this statement require explanation? Then let us look at the definition of a publisher in the *Bookman's Glossary*.⁶ We note that a present-day trade publisher performs a great many of the numerous tasks which are necessary to the production and dissemination of a book: selecting and editing the manuscript; ordering plates; designing format; arranging for purchase of paper and other materials; printing and binding, or arranging to have it done; promoting, advertising, and distributing; acting as entrepreneur, etc.

Common sense tells us that it has not always been thus. The *Glossary* itself informs us that, "Publishing as a business apart from bookselling developed about the middle of the nineteenth century."⁷ And even in the book under discussion, rule 3:12B5 states that we must include in the imprint, if both are named on the work, "the names of both publisher and printer for works from the sixteenth through the eighteenth and early nineteenth centuries, before the functions of printer, publisher and bookseller had assumed their modern differentiation." This trend toward increasing specialization does not culminate in present day trade practices. Another type of publishing has grown up along side the trade, unrestrained by its conservatism. I refer, of course, to the corporate and government publication of booklike materials. There is a relatively stable combination of functions which now serves to define a publisher in the trade. But these functions are often divided among several groups in the other realm of publication so that the very concept of a "publisher" is meaningless here.

Many federal documents illustrate this difference. For example, one agency may commission another, or even a private institution such as a university, to make a study of a subject and prepare the results for publication. Once the text is approved, another agency, say the GPO, may check it for matters of style, select a format, and print it. It may be ad-

6. *The Bookman's Glossary*. 3d ed. New York, R. R. Bowker Co., 1951 p. 123.

7. *Ibid.*

vertised by the Superintendent of Documents in the *Monthly Catalog of United States Government Publications*. And, finally, it may be sold or distributed by still another governmental subdivision, such as the Office of Technical Services. Perhaps the above explains the disagreements noted in our case study. The Library of Congress presumably shared with the GPO the functions usually combined in one firm in the trade. Therefore either (or neither) may be called the "publisher" in our present practice. Any cataloger's desk will furnish many items which demonstrate the functional separatism characteristic of the world of publishing outside the trade. One need only look for telltale phrases such as those beginning with the words "Issued," "Distributed," "Sponsored," and so on *ad nauseam* from the cataloger's viewpoint.

We cannot in all fairness assert that the RDC are insulated from the facts of publishing history. But what awareness there is shows only in the proliferation of additions and exceptions to the rules for trade books. In order to catalog non-trade materials, we are often forced to ask which of the many functions of a trade publisher ought to be dominant in governing our choice for the imprint, when those functions are divided among several bodies. We are entitled to expect an answer in terms of the goals normally fulfilled by the publisher statement; instead we are answered, only partially and quite indirectly, by Rule 3:12B, entitled "Essential parts of the publisher statement." We must search through eight sets of examples and specifications, and we are often left unsatisfied. It may help to know that we must give "names of both firms if one has responsibility for editorial supervision and the other for manufacture and distribution," or "both the publisher and his agent when both are named." But this is almost cataloging by precedent, instead of by principle. And isn't that what the profession revolted against in 1947? We are left far distant from the ideal of a few clear and consistent rules as sufficient guideposts for description. This fact supports one of the points made by Mr. Angell in the paper previously noted: that every medium of communication has its own special characteristics, which must be taken into account in developing cataloging rules. Non-trade books and book-like materials must be considered as a communication medium differing from the trade books.

A renewed study of the RDC should follow Mr. Lubetzky's procedure of tracing exceptions and inconsistencies to the problems which they were invented to solve. Such a study might prove conclusively that the rules are not as satisfactory as the general disinterest in revision would lead us to believe. Carried to its logical end, the study might make another fact apparent: the rules for description are intertwined with the rules for entry, and neither should be considered separately from the other. The red and the green must be revised together.

Consider the publisher statement once again. The relationship of corporate publication to corporate authorship has already been noted in the RDC (Rule 3:12C). Above, we argued that the concept of "a publisher" is not applicable in those cases in corporate publication where

the functions of a trade publisher are split among several groups. Andrew Osborn, on the other hand, indicates that there are many cases in this field where the functions of the issuing body are limited to some or all of those which define a publisher in the trade.⁸ Mr. Osborn is against the use of an issuing body as an entry for the work when its functions are thus limited. In essence, he reverses Rule 3:12C, saying that the entry for a corporate body should be omitted when it duplicates the publisher statement and shows nothing else about the work. Questions involving corporate publication thus lead naturally and inevitably to the problem of corporate authorship, and vice versa.

Earlier, our analysis disclosed two questions which must be raised in order to arrive at a clear position on the "publisher" statement in describing non-trade materials: 1) What goals does the publisher statement serve? and 2) What function or functions exercised by a corporate body qualify it to be named in a "publisher" statement as fulfilling those goals?

Now we see that it would be unwise to determine what goals are to be served by the "publisher" statement (and thus which functions must be exercised by a corporate body to qualify it to fill those goals) without also raising these questions about the corporate author entry.

This in turn serves to verify the important conclusion reached by Mr. Angell that the codes for main entry, description, and even subject entry, are not separate entities. They must be considered together if best results are to be obtained from revision. (Perhaps even the filing rules should be considered at the same time, as Custer has pointed out.)⁹

The author will be more than satisfied if this article stimulates further discussion or leads to increased investigation of specific problems before code revision is completed.

8. Osborn, Andrew D. "Cataloging and Cataloging Codes in Other Countries Today." *Library Quarterly*, 26:284. October, 1956.

9. Custer, Benjamin A. "Some Unanswered Questions: The Public Library" *Library Quarterly*, 26:359, October, 1956.

Who's Who?

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WHEN I discovered that my small, browned, tattered copy of *A Narrative of the Captivity & Sufferings of James Van Horne, who was Nine Months a Prisoner by the Indians on the Plains of Michigan* was unknown and unlocated by every law and record of bibliography, I studied the *American Library Directory*, as usual, to try to place it where it belonged for future research. I felt as though it was my responsibility as a dealer to see that it went to the right collection. I know now that its importance as a record of the Chicago Massacre during the War of 1812

entitles it to a final resting place in many collections in many institutions, thanks to Mr. Vail's Foreword in our reprint edition of 250 copies. However, at first it seemed to be an unrecorded 1812 picture of Indian warfare and customs. As a matter of fact, it is unquestionably both.

This past week I have been playing the same game with a small incorporation and prospectus pamphlet of one of the California trading companies organized in 1849, and *A Catalogue of Catlin's Indian Gallery*, ca. 1838. This time, instead of trying to use the directory to see what special collections might be vulnerable and which had the most interesting funds, I turned to the librarians whose friendly cooperation, interest, and enthusiasm I had always found waiting my catalogs, quotations, and short lists, whether junk or rarities. I have come to the conclusion that perhaps this is the best general procedure for most out-of-print dealers; it can't be a rule, for no two people think alike. There is no rule covering the people you want to have dinner with or sell books to or correspond with.

The American Library Directory is a great book. I have used it for years. Our original stencils were set up with its help, both with an eye to budgets and special collections. If the special collections of a library leaned to pure literature, first editions, fine bindings, religion and anything NOT American, I gave it no further thought. Any dealer or librarian who starts off in life trying really to know anything about the entire world of printed words is crazy. It would take one human being—Phi Beta Kappa if you like—four lifetimes to begin to get thoroughly acquainted with Americana alone—and at the end of the fourth lifetime, there would be enough to start on another with what had since been printed! However, that is only one dealer's opinion. I am buying the next issue and plan to use it often. However, there is no rule that says that every director and librarian can possibly remember to list every major interest.

How often do directors and librarians change? How often do special collections change? When a librarian leaves Iowa and takes over Texas, does Iowa lose interest in American Indians, and does the Texas library start a collection? Are all the folks listed in the Social Register *really* what they claim to be? Are all members of ALA ladies, gentlemen, and scholars? Are all members of ABAA of unquestionable integrity? Does a fabulous genealogical record from 1600 guarantee that Mr. X is, *ipso facto*, a dealer, collector or librarian of the highest standards?

Last week a small New England library changed librarians. A wrecker came to me with a huge truck loaded with discards, one of which was the 1814 Lewis & Clark Expedition in two volumes, and another *The Crutch*, of which three libraries have scattered issues according to LC. This would seem to be the only complete file of this Civil War newspaper for the soldiers published at Annapolis. Shall I rack my brains for the right libraries? Shall I make a list of those libraries whose Civil War collections are outstanding for *The Crutch*, and those who ought to have a good set of the Lewis & Clark Expedition? No. I shall turn to the librarians who have played ball through the years. If I spend days trying to do what seems to be right, who knows but what the very libraries who fiddle around and

finally take these two records of American history may change librarians or policies, and these may again be dumped—perhaps this time really going to waste paper. I will say that the librarians in this case did tell the young man that I bought old books; mind now, I don't blame the librarian in this case. The battle of the bulk is with us, late and soon. I merely mean that there is little incentive under present conditions to try religiously to place Americana where it belongs.

Where *does* it belong? It belongs with the librarian whose very interest and enthusiasm will at least guarantee it a safe resting place while he or she is in charge. I hope our American libraries will live forever—whatever that means—but I am all through dreaming of posterity and trying to follow any set of rules about the *best* or *most important* collection of this or that. As a matter of fact, it would not be healthy for *all* of George Washington's books and personal effects to be at Mount Vernon—or would it? Should every man, woman, and child in the U.S.A. have to go to Washington to see and perhaps read an Abraham Lincoln letter?

From here on my policy—if anyone is interested—will be the librarian first, and the budgets, special collections, and location, second. I know I'm not entirely right—no one ever was yet—but here is an idea. What do you think of it?

A Sample Audit of Cards in a Branch Public Library Catalog

HERBERT GOLDHOR

Chief Librarian

and MILDRED RETTIG

Assistant Chief Librarian

Public Library, Evansville, Indiana

EARLIER (in the July, 1956, *JCC*) there was reported an audit of a sample of 600 cards of the public union adult catalog in the main library of the Evansville Public Library. In November, 1956, the same authors did a second audit of a sample of 600 cards in the adult catalog of the East Branch of the Evansville Public Library. The East Branch Library's catalog is as old (45 years) as that of the main library and has been at least as well maintained as that of any other of the 10 branches, but probably not as well as the public union catalog at Central Library which is maintained by the Technical Services Department. The East Branch Library adult catalog (62 drawers) consists of the usual types of entries, in dictionary order, of all adult books in the Branch. The Branch had an estimated adult book stock of 13,000 volumes in 1956.

Each of the two authors took a sample of about 300 cards in a drawer picked at random, one worked with 305 cards from CIVIC ART to "Clements, Colin C."; the second had 303 cards from GARAGES to "Gehman, Richard."

A first consideration is whether the filing was correct. Of the 608 cards, six were misfiled (an error rate of 1%). This is only a little higher than that in the central library audit (one-third of one percent), and would seem to indicate that, with reasonable care, filing in and of itself need not be a major contributing factor to the obsolescence of a branch library catalog, even one 45 years old. Two of the cases were errors in alphabetization; four were violations of filing rules.

A second consideration concerns the composition of the samples by type of entry. Of 590 entries (18 cards were second cards to a given entry) 326 (or 55%) were author, title, or general secondary entry; 200 (34%) were subject cards; and 64 (11%) were subject cross references.

It is surprising that 10% of all catalog entries are subject cross-references—possibly the present sample of cards for which data are available is a biased sample. Further analysis of the 64 subject cross-references makes clear that many of them are unnecessary. Thirty-six of them were to subjects not represented in the catalog or were “see also” references from subjects not otherwise represented in the catalog. They represent 6% of all the cards in the sample and should either be withdrawn or corrected.

All subject cross-references should probably be critically reviewed in a branch library catalog and could probably be profitably reduced in number. There were several cases of subject cross-references to entries under which there was only a further cross-reference or which included a cross-reference back to the original heading where there was no other card but the cross-reference. In six cases, two different and separate cross-reference cards were found under the same subject heading. “See” references tend to be more precise and specific and usually refer to only one subject. “See also” cross-references referred on the average to 3 other subjects (with a range of up to 19). Of the 66 subjects referred to by the 9 longest “see also” cross-references, 20 were not represented in the catalog at the time of the audit.

A third consideration applies to the 200 subject entries. Table 1 shows the frequency with which each subject heading was used and leads to at least two observations. First, the high frequency of subject headings with but one entry raises the natural question as to the value of such entries, and further analysis of these single-entry headings confirms the desirability of a thorough and critical review of such entries in any comprehensive audit of a public library catalog, especially in a branch library. For one thing, 19 of the 56 single-entry subject headings were analytics; and 12 of these 19 analytics were references to books published before 1925. For a second thing, many single-entry subject headings occur where a subject heading is represented by a series of sub-divisions, and there are not enough books to justify such treatment. For example, 12 subject headings are given in the catalog from CLASSICAL ANTIQUITIES to CLASSICAL PHILOLOGY, but 10 of these are cross-references, and the other two have only one entry each (and both books listed were published before 1930). And again, there were 17 subject headings from GARDEN ARCHITECTURE to GARDENS, LONDON, five of them cross-references and six with but one entry apiece.

A second observation on the table is that any subject heading in a branch catalog with as many as 35 entries deserve attention. The heading in question is GARDENING, and four of the 35 books listed thereunder were published between 1905 and 1924 and certainly should be considered for discard. Cards for the other 31 titles might well be arranged chronologically by date of publication or be regrouped under two (or more) more meaningful headings, e.g., GARDENING, ELEMENTARY and GARDENING, ADVANCED. It is a suspicion worth investigating whether a file of 35 subject entries arranged alphabetically by author is not a hindrance and a barrier to patron use of the catalog in a branch library.

A fourth main consideration is also in regard to the subject entries and relates to the date of publication of the material so listed (see Table 2). The modal date of publication of all non-analytic subject entries in the branch sample is about 1945, the median around 1942, and the mean average date around 1938. In the case of the analytic entries, all three measures of central tendency came out at about 1915. It is questionable whether analytics to publications 40 years old should appear in a branch library catalog; currently we make subject analytics sparingly. Forty per cent of all the subject entries are over 25 years old; the books they represent should probably be considered for transfer, discard, or at least not be subject headed. A 1914 book on GARAGES OR ON CIVIL SERVICE. U. S. is of doubtful value in a small library.

A fifth and related consideration is in regard to the date of publication of the material listed under author or title. Table 3 shows that the mean, median, and modal dates of publication of the non-analytical entries are between 1940 and 1949, while for the analytical entries they are between 1930 and 1935. Again it is questionable whether as much as 25% of these materials should be over 25 years old, in a branch library. It is clear, however, that the problem with regard to the age of materials is more critical in the case of subject entries than in the case of author and title entries.

And a sixth main consideration is the most important of all. In a branch library catalog, such as the one used here, at 45 years of age the obsolescence of the subject headings and of the entries thereunder is pronounced and probably bad enough to justify a complete overhaul of the book collection and a complete audit of the catalog. For one thing, there are many cases of subject subdivisions introduced unnecessarily, e.g., CIVIL RIGHTS. U. S., with only two books entered, while under CIVIL RIGHTS is only one book and that on civil rights in the United States! It is probably not necessary that GAS AND OIL ENGINES. TESTING, with one entry, be a separate heading from GAS AND OIL ENGINES which also has only one entry. What seems called for is an interlocking set of two subject heading lists—the simpler and less-expanded for branch catalogs and the larger and more finely sub-divided for union and main library catalogs. For a second thing, the subject headings found in this branch library catalog are in many cases out-of-date because of changes in practice, in terminology, and in the interests of patrons. CIVIL SERVICE REFORM is still found here in

the old sense of the corrective for corruption in government. Similarly, a cross-reference from the heading CIVIL SERVICE PENSIONS to books on Federal Social Security is *not* appropriate. Under CIVILIZATION are 11 sub-heads (from CIVILIZATION, ANCIENT to CIVILIZATION, PHILOSOPHY) with a total of 36 entries; the modern interest and approach to a topic like this could undoubtedly be better served by a complete re-shuffling of these entries. The reason for the modern tendency not to make subject-analytics is illustrated by the entries under "Gary, Ind.," viz., only two analytics from 30 to 40 years old; in a case like this, the catalog reveals neither all nor even the best material on the subject in the collection.

Finally, as a seventh consideration, are some miscellaneous notes. General secondary cards (such as for editor or translator) are no longer being made, but only 30 such obsolete cards were turned up (5% of the total). All subject analytics were traced, and the main entries were found to be in the catalog. Six cards were found which should have been withdrawn; three of these were shelf list cards, at that. No cards were found in such poor physical shape as to justify or require retyping. In only four cases were classification numbers found with as many as four digits to the right of the decimal. A time record was kept of this audit. One author took 105 minutes for the work at the catalog, the other took 240 minutes. The average of the two is a little more than an hour for a hundred cards or ten hours for 1000-card drawer; it would take 15 weeks or some four months for one person to do this sort of audit of a 60-drawer catalog, which does not include the time for correcting cross-references, etc. Probably the gain in time, from eliminating minor items from the audit and from standardizing the decisions, would allow for the necessary corrections to be done in this length of time. Our conclusion is that a branch library catalog as old as this one is definitely in need of a complete audit and even more so than is the catalog of the Central Library.

Table 1. Distribution of Subject Headings by Frequency of Use

Number of Entries	Subject Headings with This Number of Entries		All Subject Entries	
	Number	Percent	Number	Percent
1	56	70	56	28
2	9	11	18	9
3	3	4	9	4
4-9	8	10	45	22
10-19	3	4	37	19
20-29	0	0	0	0
30-39	1	1	35	18
60	0	0	0	0
Total	80	100	200	100

Table 2. Distribution of Subject Headings by Date of Publication

Year of Publication	Non-Analytics	Analytics	Total	
			Number	Percent
Up to 1899	2	10	12	6
1900-1909	2	8	10	5
1910-1919	10	13	23	12
1920-1929	22	11	33	16
1930-1939	33	3	36	18
1940-1949	45	6	51	25
1950-1956	35	0	35	18
Total	149	51	200	100

Table 3. Distribution of Author and Title Entries by Date of Publication

Year of Publication	Non-Analytics	Analytics	Total	
			Number	Percent
Up to 1899 (a)	8	4	12	4
1900-09	6	0	6	2
1910-19	20	1	21	7
1920-29	34	13	47	14
1930-39	51	15	66	20
1940-49	100	11	111	34
1950-56	62	1	63	19
Total	281	45	326	100

(a) Including four cases where date was unknown.

Report of the RTSD President—1957-58

THE ANNUAL report of the Division for this year must of necessity be composed mainly of the activities of the sections and the committees since it is they who have done the work which has been accomplished in this past year.

Those who attended the Division program meeting at the San Francisco Conference will agree that we can take pride in this aspect of our activities. The report on the Library of Congress pilot study of the possibilities of cataloging in source and the three excellent papers on re-

sources in American libraries* reflect the wide and varied responsibilities of the Division.

Another basic activity of the Division in which we can take pride is the publication of *Library Resources and Technical Services*. The high quality of this publication and the editorship of Esther Piercy speaks for itself, and the decision of the Margaret Mann Award Committee to give the citation this year to Miss Piercy is widely approved.

The four sections of the Division are strong ones and are actively engaged in programs in their fields of interest. The Acquisitions Section during the past year has been under the chairmanship of Rolland Stevens of Ohio State University Library. During the year an Acquisitions Policy and Research Committee was appointed, and this has begun the study of two major problems, the possibility of publication of desiderata lists of American libraries in foreign countries, and the factors involved in allocating book funds in college and university libraries. The Committee on a Cost of Library Materials Index is engaged in study of these costs for both books and periodicals. The Fair Trade Practices Committee completed the drafting of the Code of Fair Practices which has been adopted as the official statement of ALA. The Committee on Long Term Periodical Subscriptions has been working on a study of the advantages of placing periodical subscriptions for periods of more than one year and is seeking to demonstrate these advantages to libraries. The Public Documents Committee has cooperated with committees of the House and Senate in the drafting of the Depository Library Act of 1958. The Reprint Expediting Service has continued its program of interesting publishers in the reprinting of books needed by libraries and publication of its *Reprint Bulletin*.

The Cataloging and Classification Section, under the chairmanship of Maud Moseley of the University of Washington Library, has had a busy year. Its Cataloging Policy and Research Committee is serving as an advisory group to the Library of Congress for the pilot study of cataloging in source; it has also brought to completion the Catalog Use Study with the publication of the report by Dr. Sidney Jackson, edited by Dr. Mostecky. In cooperation with the Reference Services Division a committee has been formed to study the possibilities of printed book catalogs as substitutes for card catalogs. The Catalog Code Revision Committee has worked constantly and diligently through the year, culminating its activities in the excellent institute held at Stanford University on July 9-12 under the chairmanship of Wyllis E. Wright. Efforts are under way to obtain the advice and assistance of European catalogers in order that the new Code may be a truly international one. The Code for Cataloging Music and Phonorecords prepared in cooperation with the Music Library Association was published during the past year. The Committee on Descriptive Cataloging continued its cooperation with the Library of Congress in studying necessary revisions of individual rules. The Advisory Committee on Decimal Classification continued to work with the Dewey

* To be published in *LRTS*.

Editorial Office until the completion of its task when the copy for the 16th edition went to the printer in early April. Three other committees are actively engaged in work in special fields of interest; these are the Committee on Near Eastern Materials, the Committee on Far Eastern Materials, and the Committee on Cooperation with Latin American Catalogers.

The Copying Methods Section, under the chairmanship of Stephen McCarthy of Cornell University Library, has been giving careful study to new copying methods. This resulted in a program at the San Francisco Conference in which these methods were discussed and compared. A Committee is also working on a Directory of Library Photographic Services with the hope that it may be published in *Library Resources and Technical Services* and also made available in reprint form. The Section is also the official sponsor for ALA of Committee PH5, Photographic Reproduction of Documents, of the American Standards Association.

The Serials Section has been under the chairmanship of Philip McLean of the Hoover Library at Stanford University. Work has gone on in preparation for the program given at San Francisco dealing with *New Serial Titles* and the *Air University Periodicals Index*. The Section is also cooperating with the Acquisitions Section in the work of the Committee on Long Term Periodical Subscriptions.

The Regional Groups of the Division form a means of linking the national organization to the individual members in various areas of the country. The current Chairman of the Council of Regional Groups is Edith Scott of the University of Oklahoma Library. There are now 29 regional groups, and two others have expressed interest in becoming affiliated with the Division. Since the groups are now affiliated with the Division as a whole, they have considered changing their names and broadening their fields of activity. Seven have thus far changed their names, and others are considering this action. The varied programs conducted by these groups reflect the wide variety of interests of our Division.

The Bookbinding Committee, under the chairmanship of Paul Howard of the U. S. Department of Interior Library has been concerned with the problems involved in the preservation of hard-bound books and paper-back books. The Committee also plans a revision of the *Library Binding Manual* to be edited by the Chairman of the Committee.

The Inter-Library Cooperation Committee under the chairmanship of Ralph Esterquest, formerly of the Midwest Inter-Library Center, and now Librarian at the Harvard Medical School, held an open meeting at the San Francisco Conference at which Verner Clapp spoke on building resources through inter-library cooperation. Another meeting was planned and carried out at the San Francisco Conference. The Committee has given its attention to the complex relations arising from university extension study in smaller communities with public libraries not equipped for a large number of students. The January issue of *Library Trends* on building library resources through cooperation was edited by the Chairman of the Committee. Beginning with the July-August issue

of the *ALA Bulletin* the Committee plans to have a regular feature, "Progress in Interlibrary Cooperation."

The Committee on Publications, of which Helen Welch of the University of Illinois is Chairman, has been devoting itself to organization and a study of its functions. The Committee plans to survey the existing publications in the Division's fields of interest and to encourage new publications where needed.

The Committee on Resources, under the chairmanship of Ralph Ellsworth of the University of Colorado Library, has devoted its attention largely to the problems involved in publishing the *National Union Catalog*. A subcommittee headed by Frederick Wagman of the University of Michigan Library is advising the Library of Congress on this matter. Another subcommittee is being established to serve as a clearing house for all micropublishing projects.

In order to provide an opportunity for school librarians to bring their special problems to the attention of the Division and to seek solution of them, the Division established the School Libraries Technical Services Committee during the year. The Chairman is Mary Louise Mann of the Central High School Library in Indianapolis. Since the Committee was established late, it is still in the planning stage and is studying possible projects for action. Among these are the needs of school libraries for a simplified classification scheme, and arrangements have been made for the Committee to advise the Dewey Decimal Editorial Office on the preparation of the 8th Abridged Edition. Other projects being considered are subject headings for school libraries and centralized processing.

Much of the work of the Board of Directors of the Division has been concerned with the problems arising from the creation of the Division during the reorganization of the American Library Association. The members of the Board have worked long and hard on behalf of the Division and to all of them, the section officers, and the chairmen and members of the various committees I wish to extend sincere thanks. Since the Headquarters Office is the central core of the Division's activities, I must express my appreciation for the support and assistance which I have received from our Executive Secretary, Mrs. Mahoney, and her office. To all of these people must go the credit for whatever success the Division has achieved during this year.—*Edwin B. Colburn, President.*

MELVIL DEWEY AWARD TO JANET DICKSON

The Melvil Dewey Award for 1958 was presented to Janet Dickson, Catalog Librarian, Pennsylvania State University Library, in recognition of her professional leadership and "especially for her work as Chairman of the Special Advisory Committee on the Decimal Classification, of the Cataloging and Classification Section."

Miss Dickson has long been active in the RTSD and its predecessor, the DCC, serving, among other assignments, as the Chairman of the Council of Regional Groups. She has just been elected to a term as member of the Executive Board of the Resources and Technical Services Division.

Regional Groups

EDITH SCOTT

Chairman, Council of Regional Groups

Twenty-five Groups had official delegates at the annual luncheon meeting of the Council of Regional Groups on July 16 in San Francisco. A brief program by Bernice Field, Bella Shachtman and Gordon R. Williams highlighted areas or ways in which the Groups might actively participate in the research projects of the Division.

Four more Groups officially changed their names: New York Technical Services Librarians, Northern California Technical Processes Group, Ohio Valley Group of Technical Service Librarians, and Philadelphia Area Technical Services Librarians.

The programs of the NORTHERN CALIFORNIA and PHILADELPHIA Groups reflected the change in name. Grace London described the Technical Processes Department at San Jose State College, and Charles D. Hickey (Yale) spoke to the PHILADELPHIA Group on "Research and Resources." Administration of the technical processes and administration in general were subjects for group discussion and a paper by Herbert S. Goldhor (Evansville Public) at the OHIO VALLEY meeting. Mrs. Mahoney reported on the activities of the RTSD at the CHICAGO meeting.

The NEW YORK Group returned to an old subject but with a new slant when Verner Clapp (Council on Library Resources, Inc.) told them that "Cataloging Is Important." The contribution of the catalog department to Michigan University's new Undergraduate Library, described by Margaret Ayrault, might be called the foundation of the MICHIGAN Group meeting. Robert H. Muller (Michigan) spoke on the planning and construction of the new Undergraduate Library; and Roberta Keniston, its Librarian, described the decisions and work preparatory to opening the Library for service.

The CONNECTICUT and ONTARIO Groups have already had discussions of cataloging-in-source, by Laura Colvin (Simmons) and Katharine Ball (Toronto). Miss Colvin also showed samples of book catalogs cumulated by various methods and suggested recent articles for reading by "Catalogers in a Changing World," the title of her talk. The needs of university and public libraries to be met by the new catalog code were identified by Donna H. Reinhardt (University of Miami) and Emmie S. Hayes (Miami Public) at the FLORIDA CATALOGERS ROUNDTABLE. Maurice F. Tauber (Columbia) reviewed recent studies in catalog use for the PHILADELPHIA Group meeting. He summarized the purposes, problems, limitations, and possibilities of this type of research and the findings of those already made. Evelyn Day Mullen (U. S. Dept. of Health, Education and Welfare) spoke on "Centralized Cataloging Projects Growing Out of the Library Services Act Program" at the TEXAS Group meeting.

Procedures and practices are favorite topics at Group meetings and provide stimulating group discussions. Specific problems in classification and cataloging policy, discussed in four workshop sessions of the NEW JERSEY Group, were summarized and distributed at its Spring meeting. The OHIO VALLEY Group, in addition to the topics already mentioned, discussed simplifications in filing and economies of handling serials. The TEXAS Group heard Alexander Moffit describe the recent division of the card catalog at the University of Texas.

The international outlook is not lacking in Regional Groups programs. Vivian Prince spoke to the FLORIDA Group on "The Present State of Library Cataloging in Pakistan"; Teodora de los Reyes (Bureau of Public Libraries, P.I.) described the role of the Bureau of Public Libraries, the national library of the Philippines, at the OHIO VALLEY Group meeting.

The BOSTON Group honored its distinguished member, Andrew D. Osborn, for his contribution to the profession internationally, nationally, and locally.

INDEX

Volume 2, 1958

A

ALA. Resources and Technical Services Division *see* RTSD

ACQUISITIONS. "Acquisitions from Mexico" (Kurth) 96-114.

— "Acquisitions Work in Selected Military Academic Libraries" (Johnson) 16-24.

— "The Continuing Program of Book Selection and Acquisition" (Skipper) 265-271.

— "The Selection and Acquisition of Rare Books and Related Materials at Columbia University" (Baughman) 271-278.

— "The Year's Work in Acquisitions" (Welch) 75-82.

Adcock, Elizabeth. "Centralized Technical Processes in a County Library," 191-195.

Ake, Robert S. "Central Processing Unit" (Connecticut) 183-184.

American Jewish Periodical Center. *Jewish Newspapers and Periodicals on Microfilm* . . . review of, 220.

American Library Association. Resources and Technical Services Division *see* RTSD.

• 296 •

AMERICAN STANDARDS ASSOCIATION. "Relations of the American Standards Association with the American Library Association" (Holmes) 258-265.

"The Archives of American Art: A Manuscript and Microfilm Collection Requiring Unusual Techniques for Control" (Custer) 197-209.

ATLANTA PUBLIC LIBRARY. "Cataloging—1957 Version" (Bernhardt) 48-53.

Atomic Energy Commission. *The Collected Scientific and Technical Papers on Nuclear Science*, review of, 218-220.

B

Bach, Harry. "Evaluation of the University Library Collection," 24-29.

Baughman, Roland. "The Selection and Acquisition of Rare Books and Related Materials at Columbia University," 271-278.

Benson-Lehner Corp., Los Angeles. "FLIP: Film Library Instantaneous Presentation" (Williams) 278-281.

Bernhardt, Emma. "Cataloging—1957 Version," 48-53.

BOOK SELECTION. "The Continuing Program of Book Selection and Acquisition" (Skipper) 265-271.

—— "The Selection and Acquisition of Rare Books and Related Materials at Columbia University" (Baughman) 271-278.

BOOKSELLERS AND BOOKSELLING. "Acquisitions from Mexico" (Kurth) 96-114.

—— "Who's Who?" (Romaine) 285-287.

C

CATALOG, CLASSIFIED. "The Classified Catalog," 53-55.

CATALOG CODE *see* CATALOGING—RULES

CATALOG, DIVIDED *see* CATALOGS, DIVIDED

CATALOGING. "Nineteen Fifty-Seven and All That" (Dunkin) 82-86.

—— *Procedures Manual for Small Libraries* (Miami Regional Catalogers) review, 71-72.

CATALOGING—ADMINISTRATION. "Cataloging—1957 Version" (Bernhardt) 48-53.

CATALOGING—BIBLIOGRAPHY. "Basic Cataloging Tools: Medical and Dental Supplement" (Johnson) 64-66.

CATALOGING, CENTRALIZED *see* TECHNICAL SERVICES, REGIONAL

CATALOGING—MANUSCRIPTS *see* MANUSCRIPTS

CATALOGING—RULES. "The Red and the Green" (Waters) 281-285.

—— "Spanish Language Cataloging and the Lubetzky Report" (Rovira) 44-47.

CATALOGS, DIVIDED. "Summary of the Literature on the Divided Catalog" (Grosser) 238-252.

CATALOGS—MAINTENANCE. "A Sample Audit of Cards in a Branch Public Library Catalog" (Goldhor and Rettig) 287-291.

CENTRALIZED PROCESSING *see* TECHNICAL SERVICES, REGIONAL

CHARLTON, ALICE "Alice Charlton and Clyde Pettus Retire," 152.

Clapp, Verner W. Annual Report, Decimal Classification Editorial Policy Committee, 1956, 55-61.

CLASSIFICATION. "Classification at Dorking: The International Study Conference on Classification for Information Retrieval" (Shera) 33-42.

—— "Nineteen Fifty-Seven and All That" (Dunkin) 82-86.

CLASSIFICATION—DEWEY *see* DEWEY DECIMAL CLASSIFICATION

CLASSIFICATION—SYSTEMS *see* DEWEY DECIMAL CLASSIFICATION

"The Classified Catalog," 53-55.

Colburn, Edwin B. "Annual Report of the President, ALA Resources and Technical Services Division, 1957/58," 291-294.

COLLEGE AND UNIVERSITY LIBRARIES. "Evaluation of the University Library Collection" (Bach) 24-29.

—— "The History of Science: Library Resources and Academic Programs of Teaching and Research in the Middle West" (Rubenstein) 3-15.

"The Columbia River Regional Library Demonstration" (Cutler) 181-182.

COLUMBIA UNIVERSITY. LIBRARIES. "The Russian Exchange program at Columbia University" (Maichel) 254-257.

—— "The Selection and Acquisition of Rare Books and Related Materials at Columbia University" (Baughman) 271-278.

—— "Technical Services of Microfilms at Columbia University Libraries, A Case Study" (Pons) 127-132.

COMMITTEE PH-5 *see* AMERICAN STANDARDS ASSOCIATION

"The Continuing Program of Book Selection and Acquisition" (Skipper) 265-271.

COOPERATIVE PROCESSING *see* TECHNICAL SERVICES, REGIONAL

COPYING METHODS. "Developments in Copying Methods—1957" (Weber) 87-94.

—— "FLIP: Film Library Instantaneous Presentation" (Williams) 278-281.

Custer, Arline. "The Archives of American Art: A Manuscript and Microfilm Collection Requiring Unusual Techniques for Control," 197-209.

Cutler, Dorothy. "The Columbia River Regional Library Demonstration," 181-182.

D

"Dealers Look at the LC Rating System" (Welch) 115-120.

Decimal Classification Editorial Policy Committee. Annual Reports, 1956 and 1957, 56-64.

DETROIT INSTITUTE OF ART. "The Archives of American Art: A Manuscript and Microfilm Collection Requiring Unusual Techniques for Control" (Custer) 197-209.

Dewey, Harry. "The National Union List of Serials: Weaknesses and a Proposal," 225-238.

DEWEY DECIMAL CLASSIFICATION. Decimal Classification Editorial Policy Committee. Annual Reports, 1956 and 1957, 55-64.

DICKSON, JANET S. "Melvil Dewey Award to Janet Dickson" 294.

DOCUMENTATION. "Classification at Dorking: The International Study Conference on Classification for Information Retrieval" (Shera) 33-42.

— Records and Research in Engineering and Industrial Science, 3d ed. (Holmstrom) review, 70-71.

DORKING INTERNATIONAL STUDY CONFERENCE ON CLASSIFICATION. "Classification at Dorking (Shera)" 33-42.

Drewry, Virginia. "Georgia State Catalog Card Service," 176-180.

Dunkin, Paul S. "Manuscript Cataloging" (Wilson) review, 217-218.

— "Nineteen Fifty-Seven and All That," 82-86.

E

Egan, Margaret E. "The Classified Catalog," 55.

Esterquest, Ralph T. "The Treatment of Serials at the Midwest Inter-Library Center," 121-127.

"Evaluation of the University Library Collection" (Bach) 24-29.

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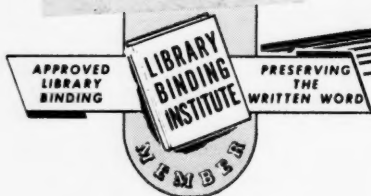
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